
Manufactured Housing Unit Placement

Application, Instructions, and Information

Troup County
Community Development

PLEASE READ CAREFULLY BEFORE APPLYING.

THIS APPLICATION DOES NOT ENSURE A DECAL OR BUILDING PERMIT WILL BE ISSUED.

First, check to see if the subject property (the property for which the MHU is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a part to the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer will need to be contacted to assist with the filing. If the proposed MHU violates your property covenants, you might become the focus of a civil action. A MHU placement approval, decal or building permit is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, landlord or property manager.

For information about obtaining a copy of your subdivision covenants, please contact your Home Owners' Association or the Deeds & Records' office of the Clerk of Superior Court in the Troup County Government Services Center between the hours of 8:00 am and 5:00 pm, Monday through Friday, except holidays.

Troup County Manufactured Housing Unit (MHU) Application

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management, and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

For many years, some homebuyers have opted for manufactured homes for a variety of reasons including affordability, speed of availability, and the variety of options. To balance the need to maintain quality, safety, and value along with the aesthetic qualities of Troup County, the Manufactured Housing Unit Article of the Troup County Zoning Ordinance was approved. To achieve these goals, the adopted regulations provide for the same standards for all homes in Troup County whether Manufactured, Site-Built or Systems-Built. Manufactured Homes located within a specific zoning district called Manufactured Home Parks have slightly different standards. No Recreational Vehicle (RV) complies with the standards for permanent housing.

Standard	Individual	MHP
Minimum width	24'	12'
Minimum Roof Pitch	5/12	3/12
Minimum Heated Area*	1,000 HSF	720 HSF
*Minimum required square feet for Office units is 500 HSF.		

- The minimum lot size for the placement of a mobile home must comply with the zoning district the parcel is located in. See the Zoning Table below.
- Setbacks (distance from property-line or road center line to the MHU) and minimum road frontages must be met. See the Zoning Table below.
- An address assignment application may be necessary unless the MHU is replacing an existing unit with an appropriate address.
- Manufactured Housing Units (MHU's) replacing existing MHU's may be approved in the Planning and Zoning office if the proposed replacement unit meets all of the standards above. Existing units will be determined by information from the Property Appraisal Office's Property Record Card. If any of these standards are not met, the applicant may seek approval from the Board of Commissioners.
- Any existing residential unit on the proposed home site must be demolished or moved. A Demolition Permit or Moving Permit may be required prior to receiving a Building Permit for the new MHU.

Zoning Table	<i>Residential Zoning District</i>							
<i>Standard</i>	AG	AGR	RR	LR	LRR	SFMD(B) ¹	SFMD(A) ²	SFMD(C) ²
Min Lot Size	5 ac	2 ac	5 ac	2 ac	3 ac	1.5 ac	1.0-1.49	<1.0 ac
Min Frontage	220'	150'	300'	150'	175'	125'	100'	60'
Cul-de-sac	100'	75'	N/A	75'	75'	60'	45'	60'
Front Setback	All (except RR) front setbacks are from the center-line of the road. RR is from front edge of property.							
Arterial	145'	125'		125'	130'	120'	120'	100'
Collector	125'	100'		100'	120'	110'	110'	90'
Local	100'	90'	75'	80'	100'	90'	90'	45'
Side	50'	30'	20'	25'	50'	20'	20'	5' ³
Rear	50'	40'	40'	45'	50'	40'	40'	25'
Corp Adjacent	0'	0'	0'	0'	0'	0'	0'	0'
Max Bldg. Hgt.	40'	40'	N/A	40'	40'	40'	40'	N/A

¹ SFMD has 3 development options. The minimum lot sizes vary if an approved development plan has been adopted, otherwise, use a 1.5-acre minimum lot size and associated standards for lot divisions.

² SFMD setbacks and frontages apply to any developments approved after July 1, 2008 and any lot existing on July 1, 2008 for the appropriate acreage. 1.0 to 1.49 acres is SFMD (A), less than one acre is SFMD (C).

³ Side yards abutting streets shall meet the setback requirement or the road classification.

Instructions

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for the placement of a Manufactured Housing Unit. The application begins the review process for new MHU's and the property's conformance with adopted standards. The application and fee do not guarantee authorization to place a MHU in Troup County. Please read all requirements, conditions and standards before you apply.
- We will complete the administrative review as timely as possible. If it is determined that a Board of Commissioners (BOC) review is necessary, the application is considered complete upon payment of the additional BOC review fee. Additional fees pay for required processing, advertising and sign costs. The Placement Application fees do not include registration, taxes/decals, or permit fees.

Applicant Information

- This is the person completing the application. The applicant should be the proposed MHU owner, but not necessarily the proposed resident. Provide the current home address and phone number as well as current mailing address if different.

Subject Property Information

- *Assessor parcel number (APN)* – available from your deed, property tax bill, and/or the Property Appraisal Office located in the Government Services Center, or online at the Troup County website (<http://www.troupcountyga.org>).
- *Street Address and Zip Code* – the physical site address for which the MHU is proposed. If there isn't an assigned street number, provide the street name. If there is no street number or the proposed location isn't part of a subdivision, you will need to apply for an address assignment before the building permit is issued.
- *Acres* – the lot size of the subject property. The Property Record Card (PRC) is considered the official record.
- *Conservation Use* - If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- *Zoning District* – the zone according to the Troup County Official Zoning Map at the time of the application.
- *Present use* – list all present uses, include its residential use and any other previously approved special or conditional uses.
- *Mobile Home Park?* –If yes, provide the name and lot number of the park. If not, mark "N/A".
- *Zoning and use of adjacent properties* – for every property that borders the subject property, list the zoning (SFMD, AGR, GC, etc.) and the present use (residential, commercial, undeveloped, school, church, etc.).
- *Owned or Rented?* – Do/will you own or rent the parcel of land for the proposed placement? If you do/will rent, you must provide the owner and contact information and the owner must sign the application.
- *Property Owners Name and Address* – provide information for the property owner. The PRC is the official record to determine the owner of record. The owner must sign the application.

MHU Information

- *Replacement MHU?* – If not a replacement, mark those spaces "N/A". If yes, provide the current unit's serial number and decal #. If already moved or demolished within the last 12 months, provide a copy of moving permit or demolition permit. Decal and property taxes must be current for administrative approvals.
- *MHU Make & Model* – Provide the make and model of the proposed new unit.
- *Expected delivery (install date)* – What date do you expect delivery?
- *Rent or Occupy?* – Do you plan to live in the new unit yourself, or rent it out?
- *Dimensions* – the basic width and length of the proposed unit.
- *Total HSF* – the total Heated Square Feet (HSF), not including any porches, decks or attached or detached garages.
- *Year* – the model year of the unit.
- *Roof pitch* – the slope of the roof. This is expressed as some number for every 12 inches. For example, a "5/12" roof pitch, sometimes expressed as "5 on 12". The dealer should have this information and it must be provided on the invoice.
- *Dealer information* – provide name and phone number of dealer (or mover if purchased from an individual).
- *Name and Signature* – your printed name and signature indicate that you've read the Manufactured Housing Unit materials and understand the restrictions and conditions. If you're not the property owner, the owner must sign and is responsible that the unit meets the standards and regulations of Troup County.

Additional Information (Following Page)

- *Lot or parcel sketch* – provide a Site Plan of the lot or parcel of the proposed location. Indicate the length in feet of each property line. Attach a survey if one is available. Indicate the proposed location of the unit on the drawing.
- *Additional Information* – use the next block space on the following page to provide additional information that might not fit in the provided spaces on the main application form.



TROUP COUNTY
GEORGIA

Manufactured Housing Unit Application

Community Development
100 Ridley Ave, Suite 1300
LaGrange, GA 30240
Phone: (706) 883-1650 Fax: (706) 883-1653

Case #	Fee Paid \$	Application Date	Receipt #/By
MHU-	<input type="checkbox"/> Review: \$100.00		# /
	<input type="checkbox"/> BOC:\$300.00		# /

Please read the following and attached materials before applying.

DISCLAIMER: Please read all instructions carefully. Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisals Office. Additional decals and permits are necessary. See Information and next steps. **Incomplete applications will not be reviewed or processed. Please enter N/A if a question is not applicable. Fees are non-refundable.**

APPLICANT INFORMATION

Applicant's Name	Current Home Address	City/State	Zip	Phone
Mailing Address		City/St/Zip	E-mail	

SUBJECT PROPERTY INFORMATION

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# of Acres
- - -			
Conservation Land?	Zoning	Present Use	MHP? Name/Lot #
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Zoning/Use of Adjacent Properties			
NORTH	SOUTH	EAST	WEST
/	/	/	/
<input type="checkbox"/> OWNED <input type="checkbox"/> RENTED	IF RENTED, PROPERTY OWNER MUST SIGN. IF PURCHASED NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.		
Property Owner's Name	Mailing Address	City/State/Zip	Phone

MHU INFORMATION

Is this a replacement MHU?	MHU Make/Model	Expected delivery date			
<input type="checkbox"/> Yes <input type="checkbox"/> No	/				
Serial # Decal #		Will you <input type="checkbox"/> Rent or <input type="checkbox"/> Occupy			
Dimensions	Total HSF	Year	Roof Pitch	Dealer Info:	
X			/	Name:	Phone:
<i>By signing this application, you affirm that the information provided is factual to the best of your knowledge.</i>			<i>Print Owner/Applicant Name</i>	<i>Signature</i>	

Office Use Only Below

Variences Required	Address Assignment confirmed?			
REVIEW	Administrative Yes <input type="checkbox"/> No <input type="checkbox"/> BOZAPC: Yes <input type="checkbox"/> No <input type="checkbox"/> BOC: Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/> Approve <input type="checkbox"/> Deny <input type="checkbox"/> Forward	Administrator/Date	For Admin Replacements: <input type="checkbox"/> Permit Supplied <input type="checkbox"/> Decal/Tax Current
ADMINISTRATIVE	<input type="checkbox"/> Approve <input type="checkbox"/> Deny:			
BOZAPC	Date:	Recommendation Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Vote:	
BOC	Date:	Recommendation Approve <input type="checkbox"/> Deny <input type="checkbox"/>	Vote:	
CHAIRMAN	Name	Signature	Date	

Additional Conditions, Comments and Information

Provide Lot Sketch and/or Dimensions Below or Attach Survey

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Additional Applicant, Subject Property and Request Information

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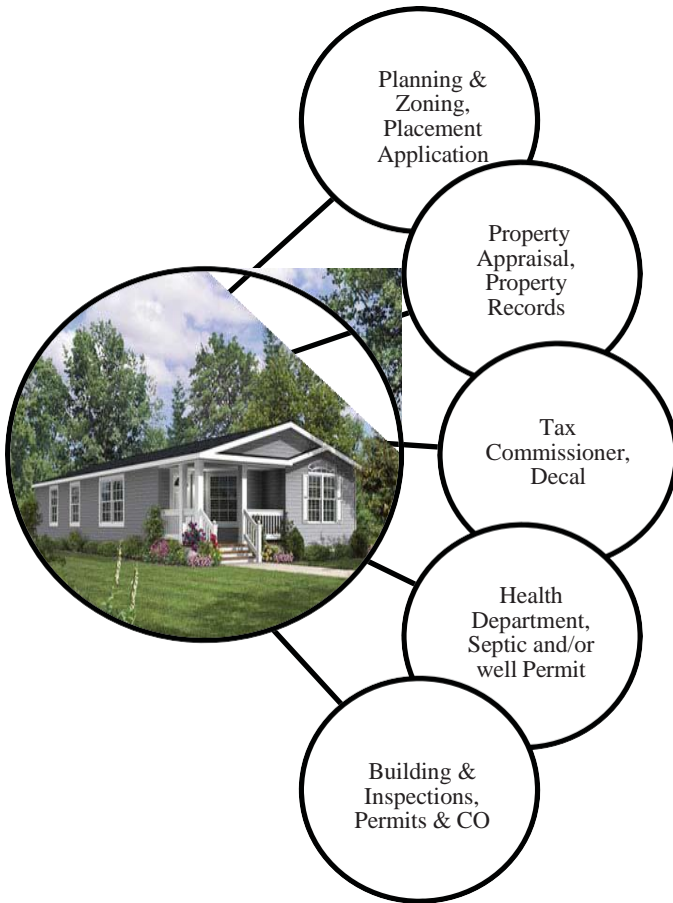
Office Use Only - Review Comments

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Office Use Only – Conditions & Restrictions to Approved Manufactured Unit Placement

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CHECK LIST AND PLACEMENT APPROVAL
PROGRESS



1. Pick up an application packet from Planning & Zoning to learn Troup County Manufactured Home standards. The application may be approved in the office or by the Board of Commissioners.

2. Upon approval, visit the Property Appraisal office to add the proposed home to the digest.

3. The Tax Commissioner can then give the applicant a decal.

4. Health Department permit(s) for septic system and/or well will be required before a building permit may be issued. A letter from a sewer service provider may substitute for a Health Dept. permit if sewer is available.

5. The Building Department may then issue a building permit for the new home. A demolition permit may also be required at that time. Finally, a Certificate of Occupancy (CO) final building inspection is required, before the new MHU may be occupied.

STEP	DATE	SIGNATURE
1. Application/Review		
2. Driveway/Land Disturbance		
3. Purchase Agreement		
4. Septic/Well Permit		
5. Demolition Permit		
6. Building Permit		
7. Address Assignment		
8. Survey for new Parcel		