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# MANUFACTURED HOUSING UNIT PLACEMENT

Article 11.2 of the Zoning Ordinance

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## Application, instructions and information

PZ-MHU-100610.2

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Troup County  
Planning & Zoning Office

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*PLEASE READ BEFORE APPLYING*

*First, check to see if the subject property (property where the MHU is to be located) is subject to subdivision or property covenants. 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. 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. Please refer to Georgia Law OCGA 44-5-60 for additional information regarding covenant renewal and time limitations on covenants.*

*Since they are private agreements or contracts and the county is not a party 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, land lord or property manager.*

*For information about obtaining a copy of subdivision covenants, please contact your Home Owners' Association or the Deeds & Record's office of the Clerk of Superior Court at Suite 1602 in the Troup County Government Services Center between the hours of 8:00am and 5:00pm, Monday through Friday, except holidays.*

Troup County, Georgia 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 the areas 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 the aesthetic qualities of Troup County, the Manufacture Housing Unit Article of the 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) will comply with 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. |            |         |

- ✓ There is no minimum lot size for the placement of a mobile home, but lot sizes must comply with the zoning district. 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 units 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 unit 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 through the Variance process.
- ✓ Any existing residential unit on the proposed home site must be demolished or moved. MHU's older than 10-years may not be relocated within Troup County. A Demolition Permit may be required prior to receiving a Building Permit.
- ✓ No existing MHU may be converted to use as an accessory (storage) building, or any other use.

| Zoning Table  | Residential Zoning District   |      |      |      |      |                      |                      |                      |
|---------------|---|------|------|------|------|----------------------|----------------------|----------------------|
| Standard      | AG  | AGR  | RR   | LR   | LRR  | SFMD(B) <sup>1</sup> | SFMD(A) <sup>2</sup> | SFMD(C) <sup>2</sup> |
| 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'                  |
| Culdesac      | 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'  |      | 80'  | 100' | 90'                  | 90'                  | 45'                  |
| Side          | 25'   | 30'  | 20'  | 25'  | 50'  | 20'                  | 20'                  | 5' <sup>3</sup>      |
| Rear          | 45'   | 40'  | 40'  | 45'  | 50'  | 40'                  | 40'                  | 25'                  |
| Corp Adjacent | 0'  | 0'   | 0'   | 0'   | 0'   | 0'                   | 0'                   | 0'                   |
| Max Bldg Ht   | 40'   | 40'  | N/A' | 40'  | 40'  | 40'                  | 40'                  | N/A                  |

<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> 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 placement of a Manufactured Housing Unit. The application begins the review process for unit's and 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. Please allow a minimum of 72 hours. 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* – 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, the Property Appraisal Office, Suite 2100, 2<sup>nd</sup> floor Government Services Center, or online 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 after 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.
- *Frontage* – provide the road name amount of road frontage in linear feet.
- *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 lot of 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 within last 12 months, provide copy of moving permit, 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 expected deliver?
- *Rent or Occupy?* – do you plan to live in the new unit yourself, or rent it out? **NOTE:** If you plan to live in it, be sure and ask for a T-234 Home Certificate of Permanent Location for recording with the Clerk of Superior Court.
- *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 info* – 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.

### Following page

- *Lot or parcel sketch* – provide a hand drawn sketch 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

100 Ridley Ave, Lagrange 30240 | FAX: 706-883-1653

| CASE # | FEE PAID \$                               | Application Date | RECEIPT # / BY |
|--------|---|------------------|----------------|
| MH-    | <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 Appraisal Office. Additional decals and permits are necessary. See Information and Next Steps.

**Incomplete applications will not be reviewed. Enter N/A if not applicable. Fees are non-refundable.**

### APPLICANT INFORMATION

|                  |                      |                 |        |
|------------------|----------------------|-----------------|--------|
| Applicant's Name | Current Home Address | City   St   Zip | Phone  |
| Mailing Address  |                      | City   St   Zip | E-Mail |

### SUBJECT PROPERTY (LAND) INFORMATION

|  |  |             |                   |
|--|--|-------------|-------------------|
| Assessor Parcel Number   | Street Address (street name if no address) | City / Zip  | # of ACRES        |
| - - -  |  |             |                   |
| Conservation Land?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Zoning                                     | Present Use | Frontage<br>/ Ft. |
| MHP? Name / Lot #  |  |             |                   |
| Zoning / Use of Adjacent Properties  |  |             |                   |
| NORTH  | SOUTH                                      | EAST        | WEST              |
| /  | /  | /           | /                 |

OWNED

RENTED

**IF RENTED, PROPERTY OWNER MUST SIGN.**

**IF PURCHASE NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.**

|                       |                 |                 |       |
|-----------------------|-----------------|-----------------|-------|
| Property Owner's Name | Mailing Address | City   St   Zip | Phone |
|                       |                 |                 |       |

### MHU INFORMATION

|  |           |                  |   |
|--|-----------|------------------|---|
| Is this a replacement for another MHU? |           | MHU Make / Model | Expected delivery date  |
| <input type="checkbox"/> Yes →         | Serial #  | /                | Will you <input type="checkbox"/> Rent or <input type="checkbox"/> Occupy |
| <input type="checkbox"/> No            | Decal #   |                  |   |
| Dimensions                             | Total HSF | Year             | Roof Pitch  |
| X                                      |           |                  | /   |
| Dealer Info:                           |           | Name:            | Phone:  |

By signing this application, you affirm that the information provided is factual to the best of your knowledge.

Print Applicant or Owner Name

Signature

### Office Use Only Below

|                    |  |   |
|--------------------|--|---|
| Variences Required | Address Assignment Confirmed?<br>Mapper  |   |
| REVIEW             | Administrative <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Requires BZA/PC: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Requires BOC: <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> APPROVE<br><input type="checkbox"/> DENY<br><input type="checkbox"/> Forward |
| BOZA/PC            | Date:  | Recommendation<br><input type="checkbox"/> APPROVE   <input type="checkbox"/> DENY                    |
| BOC                | Date:  | <input type="checkbox"/> APPROVE   <input type="checkbox"/> DENY                                      |
| CHAIRMAN           | Name   | Signature   |
|                    |  | Date  |

Troup County, Georgia Manufactured Unit Application  
*Additional Conditions, Comments and Information*

|   |
|---|
| <b>Provide Lot Sketch and/or Dimensions Below or Attach Survey</b>                                    |
|   |
| <b>Additional Applicant, Subject Property and MHU Information</b>                                     |
|   |
| <b><i>Office Use Only</i> - Review Comments</b>   |
|   |
| <b><i>Office Use Only</i> - Conditions &amp; Restrictions to Approved Manufactured Unit Placement</b> |
|   |

Troup County, Georgia Manufactured Unit Application  
*Additional Conditions, Comments and Information*



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 & Inspections office may then issue a permit for the new home. A demolition permit may also be required at that time. Foundation and power/gas

connection inspections are required. Finally a Certificate of Occupancy (CO) is required. Additional impact fees may be necessary prior to receiving a CO.

| STEP                        | DATE | SIGNATURE |
|-----------------------------|------|-----------|
| 1. Application / Review     |      |           |
| 2. Added to digest          |      |           |
| 3. Decal                    |      |           |
| 4. Septic / Well Permit     |      |           |
| 5. Demolition Permit        |      |           |
| 6. Building Permit          |      |           |
| 7. Certificate of Occupancy |      |           |