

TOWN OF NEWARK VALLEY
APPLICATION FOR MANUFACTURED HOME PERMIT

Received by: ☐CEO ☐Clerk ☐_____

Permit No. _____

Amount Paid \$ 100.⁰⁰ ☐ Paid in full

Tax Map No. _____

Date: ____/____/____

1. Applicant Name: _____ Current Address _____

Phone (____) _____

2. Location: (Park Name or Address) _____

3. The premise is owned by ☐Applicant ☐_____

4. The manufactured home for which the permit is sought will be used for ☐ Residential or ☐ Commercial purposes.

5. If commercial, describe the use which will be made of the manufactured home _____.

6. If residential, how many families will occupy the manufactured home? _____ Number of bedrooms? _____

7. Length of manufactured home _____ ft. Width of manufactured home _____ ft.

8. Is the manufactured home located on a corner lot? ☐Yes ☐No

9. What is the road frontage? _____ ft. Name of road the frontage is on: _____

10. What is the depth of the lot? _____ ft. How many acres? _____ Acres

11. If commercial, are any signs to be placed on the manufactured home or lot? ☐Yes ☐No ☐N/A

12. The distance the manufactured home will be from the center line of the road will be _____ ft. (Must be 50' or more)

13. The frontage of the property is on a ☐Town ☐County ☐State Road.

14. The left side of the manufactured home will be _____ ft. from the left lot line.

15. The right side of the manufactured home will be _____ ft. from the right lot line.

16. Two copies of a layout or plot plan are required. The plot plan will include: All dimensions showing the lot size; the manufactured home with foundation; well and septic locations; the distance between the septic and well; the distance the septic and well are from the boundaries; and any proposed or existing decks, outbuildings, pools, streams, or natural formations. A good example of this is located online on our town code page: www.townofnewarkvalley.gov.

17. Submit a foundation plan with this application. This can be supplied by your manufactured home retailer. A copy of the installation manual, or pages copied from it that show the correct installation procedure for your make and model of home. This plan shows, in detail, the construction of pillars, slab, or modular slab foundation. It also shows the location of hurricane tie downs.

OVER

18. Are you using an existing septic system? ☐Yes ☐No. If you are installing a replacement home, does the new home have the same number of bedrooms as the previous home? ☐Yes ☐No ☐N/A. If you are not using an existing septic system, and installing a new septic system, then you must hire a professional engineer or architect to draw up the plans. The plans will show the proper size, location, well location, and be stamped by the engineer/architect. Your engineer/architect will inspect the work and submit upon completion to the Code Enforcement Officer a statement on his/her letterhead that the work is completed to code.

19. The cost of the manufactured home is estimated at \$ _____, and the year is _____.

20. The sellers name is _____. Either you or they must provide a certified manufactured home installer to supervise the installation. The name of your certified manufactured home installer is _____.

21. Will the home be located in a floodplain or floodway? ☐Yes ☐No If yes, a flood plan permit will be required.

Signature of Applicant _____ Date: ____/____/____

Signature of Supervisor _____ Date of Action: ____/____/____

Signature of Town Clerk _____ Action by the Board: ____/____/____

Applicant's Checklist for Town Council Approval

☐Application completed.

☐Water and Septic - ☐New Septic System plans stamped by a Professional Engineer or Architect.

OR

☐Using an existing well or septic

☐Plot plan of the property with dimensions between all buildings, well, septic, boundaries, etc.

☐Basement, slab, or pillar plan. (A slab or pillar plan is usually available for free from the manufacturer)