



Planning Department

Manufactured Home Park Procedure

AHMC
(Airway Heights Municipal Code)
17.28

1208 S. Lundstrom, 13120 W. 13th, Airway Heights, WA. 99001 Phone: 509.244.2552 Fax: 509.244.4746

Manufactured Home Park (AHMC 17.04.010)

"A tract of land five (5) acres or more in size, legally divided into rental spaces in accordance with this chapter, under common ownership or management for the purpose of locating two (2) or more manufactured (mobile) homes."

WHAT TO SUBMIT (AHMC 17.28.020)

All applications shall at a minimum, include the following, and any additional information deemed necessary by the City Planner:

- Payment of appropriate fees
- Completed General Land Use Application Form
- Manufacture Home Park Supplemental Information Form
- A minimum of six (6) copies of the Site Development Plan
- Vicinity sketch of not more than 1"=400'
- State Environmental Policy Act (SEPA) Checklist
- A signed and completed "Agreement to Pay Fees" (if required)

SITE DEVELOPMENT PLAN STANDARDS

(AHMC 16.08.040)

The site development plan shall contain, at a minimum, the following information:

1. Name of person who prepared the plan;
2. Name(s) of person(s) owning and managing the land proposed for manufactured home park development;
3. Name and address of the proposed manufactured home park;
4. Scale and north arrow;
5. Boundaries and dimensions of the manufactured home park and number of acres included;
6. Vicinity maps which show the relationship of the development to adjacent properties;
7. Location and width of streets and pedestrian ways;
8. Location and dimensions of each space, with such spaces designated by number or other designation;

9. Location of each lighting fixture for exterior lighting;
10. Location of recreational and other common areas;
11. Location and type of landscaping, fencing, walls, and other screening;
12. Location, arrangement, and design of all parking facilities;
13. Location of fire hydrants;
14. Enlarged lot plan of all typical spaces, showing the location of manufactured home, storage spaces, parking, utility connections, and other improvements;
15. Topography of the manufactured home park site, including contour intervals of not more than fifty (50) feet and a drainage plan;
16. A survey of the property prepared by a licensed surveyor, plans of structures to be constructed, public water system and sewage disposal plans approved by appropriate regulatory agencies, and provision of garbage disposal;
17. A phasing plan developed in accordance with Section 16.01.110 AHMC, if applicable.
18. A storage area site plan with sight obscured areas designated.

SITE DEVELOPMENT PLAN APPROVAL

Applications for manufactured home parks shall be processed in accordance with Title 14 Development Code Administration of the AHMC.

Upon submittal of a complete application to the City Planner for development of a manufactured home park, conformance with development plan submission requirements, and upon such review and public hearing as required by Title 14 AHMC, the Planning Commission shall reach a decision relative to the plan as follows:

1. Reject the plan, providing the applicant with a list of specific reasons for such action; or
2. Withhold recommended approval of the plan subject to specified conditions which shall be met prior to approval; or
3. Recommend conditional approval of the plan subject to specified conditions which shall be met prior to issuance of building permits; or
4. Recommend approval for the development of the manufactured home park.

The final site development plan requires approval by the City Council, subject to the following:

1. Final approval of such plan by the City Council shall expire after one (1) year unless substantial development has occurred, as determined by the city planner.
2. An approved site development plan shall not be altered unless approved by the City Planner. The City Planner shall have authority to approve alterations to the site development plan, upon determining that such alterations do not represent a substantial change in the previously approved plan. Alterations that increase the density shall be deemed substantial. The building inspector shall have the authority to revoke any building permit for failure to comply with the requirements of this chapter or if any other regulatory conditions have been violated.

OTHER CONSIDERATIONS

Other considerations when developing a manufactured home park include:

1. Specific design standards
2. Setback requirements
3. Minimum parking standards
4. Minimum street and circulation
5. Landscaping and screening
6. Storage facilities
7. Utilities and services
8. Signs
9. Fire hydrants
10. Emergency access
11. Park administration

CONTACTS

City of Airway Heights

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|---------------------|--------------|
| Planning Department | 509.244.2552 |
| Building Department | 509.244.5514 |
| Fire Department | 509.244.3322 |
| Public Works | 509.244.5429 |

NOTES



DISCLAIMER

This form is not intended to be a complete and comprehensive list of all information that will be required as projects vary in complexity and scope. It is the responsibility of the applicant to provide all necessary information. It is highly recommended that the applicant visit the Planning Department prior to submitting a formal application.