

**FOR OFFICE USE ONLY**

Application #: \_\_\_\_\_

Floodplain # \_\_\_\_\_

Date Received \_\_\_\_\_

Zone \_\_\_\_\_

Outright    CU type 1    Cu type 2



**City of Prineville  
Site Plan Application  
Manufactured Home**

**PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**PROPERTY OWNER AND APPLICANT INFORMATION**

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

Property Owner \_\_\_\_\_ Phone \_\_\_\_\_/\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_

**PROPERTY DESCRIPTION**

Property location (address, intersection of cross street, general area) \_\_\_\_\_

Map # – Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Tax Lot(s) \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot# \_\_\_\_\_ Block \_\_\_\_\_

Present Zoning \_\_\_\_\_ Total Land Area \_\_\_\_\_ (Square Ft.) \_\_\_\_\_ (acres)

Present Land Use \_\_\_\_\_

**MANUFACTURED HOME INFORMATION**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Dimensions: \_\_\_\_\_ Foundation: \_\_\_\_\_

Home description (please include photos): \_\_\_\_\_

## SUBMITTAL REQUIREMENTS

**Note: Additional information may be required depending on the actual project.**

- Site plan to scale showing all property dimensions, all streets abutting property, and all building locations on property.
- Photos of manufactured home to demonstrate compatibility with neighborhood.

### MINIMUM STANDARDS (section 153.095)

- Be a double-wide or multi-sectional unit with a minimum of 1,000 sq. ft. of occupied space in an R-1 Zone, and a minimum of 750 sq. ft. in all other zones.
- Be placed on a permanent foundation or an approved foundation with siding/skirting enclosing the entire perimeter.
- Have wheels, axles, and hitch mechanisms removed.
- Have utilities, public sewer and water connected in accordance with Oregon Department of Commerce requirements, manufacture's specifications and City standards.
- Bear an insignia of compliance with the Manufactured Housing construction and Safety Standards Code.
- Have a pitched roof with a minimum slope of 3/12 with eaves and trim on all sides.
- Have exterior siding, trim and roofing materials that are similar in appearance and complementary to other homes in the same general area – to include the type, color and horizontal or vertical placement of materials.
- A garage or carport is required and shall be constructed of like materials and color to the dwelling unit. (exempt if replacing existing manufactured home).

**NOTICE TO APPLICANT:** Issuance of a City Permit does not supersede, abrogate or override existing deed covenants, conditions or restrictions (CC&R). Check with seller for such restrictions.

**NOTICE TO APPLICANT:** This permit is only for planning review for a manufactured home to be placed on an individual lot as a single-family dwelling. You must also apply to the Building Department for building permits for actual placement and for garage / carport construction,

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

**If you are an authorized agent, please attach a letter of authorization signed by the Property Owner allowing you to act in their behalf during this process.**