

HENDRY COUNTY PLANNING AND ZONING DEPARTMENT

P.O. Box 2340
LaBelle, Florida 33975-2340
863-675-5240 • FAX: 863-674-4194

<i>For Office Use Only:</i>	
Date:	_____
Hearing No:	_____
Fees:	_____
Check No.:	_____ or Cash _____
Strap No.:	_____

MOBILE HOME PARK MASTER PLAN APPLICATION

Note: A mobile home park may be permitted within an RG-3M zoning district upon review of the Local Planning Agency and approval of the Board of County Commissioners. Any person or organization proposing the development and operation of a mobile home park within the County shall be required to submit a master plan the proposed development for review and consideration in accordance with the provisions of section 1-51-6, Procedure for a Special Exception, of the Hendry County Land Development Code.

Name of Applicant: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Name of Agent: _____

Address: _____

Tel: _____ Fax: _____ e-mail: _____

Strap/Parcel No(s): _____

Property Address: _____

Property Acreage: _____

Future Land Use Designation on Property: _____ Existing Zoning on Property: _____

Adjacent Zoning: North: _____ South: _____ East: _____ West: _____

Is there an existing approval for a special exception, rezone, variance, and/or administrative waiver on the property?
_____ If yes, please provide resolution and/or ordinance numbers _____

All data and exhibits submitted in support of this application shall become a permanent part of the Public Records of Hendry County, Florida.

SUBMITTAL REQUIREMENTS:

1. Boundary Survey of Property (11" x 17"), must be less than one-year old, signed, sealed, and prepared by a Florida registered land surveyor, showing the location and dimensions of all property lines, existing streets or roads, easements, rights-of-way, and areas dedicated to the public. In the case of improved property, the survey is to show all vertical improvements.
2. Electronic version of legal description.
3. Proof of Ownership or Contract to purchase or lease property.
4. A scaled designed layout of the entire park as proposed, showing the location, size, and configuration of all proposed mobile home sites, including the configuration and size of all concrete slabs, vehicular parking spaces, utility connections, and such other improvements as may be proposed for individual sites; location of roadways

serving said sites; the location of recreation and open space facilities; the nature and location of facilities for the collection and removal of garbage and trash; the type and location of proposed community facilities and/or services; the location, type and extent of all proposed buffering and landscaping; the nature and location of facilities for sanitary sewer and/or wastewater package treatment plant; proposed location, size, and nature of office facilities, and resident manager/caretaker dwelling; the location, nature, and size of accessory uses or structures as outlined in subsection (c)(10); proposed storage facilities for general storage of equipment; and any special facilities which may be required such as site drainage and retention areas.

5. Entrances and exits of mobile home parks shall be designed for safe and convenient movement of traffic into and out of the park and so as to minimize marginal friction with free movement of traffic on adjacent streets and highways. All traffic into and out of the park shall be through such entrances and exits. No entrance or exit shall require a turn at an acute angle for vehicles moving in the direction intended, and radii of curbs and pavement at intersections shall be such to facilitate easy turning movements for vehicles (with trailers attached). No material impediment to visibility shall be created or maintained which obstructs or obscures the view of an approaching driver in the right lane of a street or highway within 100 feet where the speed limit is 45 miles per hour or more, or any portion of the approach line of the accessway within 25 feet of its intersection with the righthand lane of the street or highway.
6. The name, address, and telephone number of the owner and/or his agent, who may be contacted concerning information relative to the proposed application for development and operation of the mobile home park.
7. *Minimum site requirements.* Unless otherwise specifically provided by the board of county commissioners, each mobile home park within the county shall meet or exceed all applicable provisions of this section, and particularly the following requirements:
 - a. Each mobile home park shall be located upon a lot having an area of not less than ten acres and a minimum frontage of 175 feet upon a public street or highway; provided that said required area shall be reduced to exclude land within dedicated rights-of-way or road easements of record which, together with the subject lot, comprise an area equal to a quarter of a quarter of a quarter of a land section.
 - b. All entrance and exit roadways serving a mobile home park shall be spaced a minimum distance of 50 feet apart as measured between centerlines of such roadways, and no said roadway shall be nearer than 125 feet to the intersection of two public streets or highways, as measured between the centerlines of the park roadway and the intersecting street or highway.
 - c. All entrance and exit roadways serving a mobile home park shall be directly served by a paved road of a dust-free Portland cement type concrete, or a plant-mix bituminous material, acceptable to the county engineer, and having a minimum width of 12 feet for one-way traffic, or a minimum width of 24 feet where two-way traffic is proposed.
 - d. All mobile home sites shall be directly served by a paved road of a dust-free Portland cement type concrete, or a plant-mix bituminous material, acceptable to the county engineer, and having a minimum width of 12 feet for one-way traffic, or a minimum width of 24 feet where two-way traffic is proposed. The board of county commissioners may permit or require variations from this width requirement, based upon the particular design and means of vehicular circulation proposed. An additional vehicular parking area shall be provided for guest parking at a convenient location within the park, providing parking facilities at a ratio of one guest parking space for each two mobile home sites to be developed, and shall be stabilized with the same material as the roadway.
 - e. A minimum of eight percent of the gross site area of the mobile home park shall be set aside and developed as common use areas for open or enclosed recreation facilities. No mobile home site, required buffer strip, roadway, storage area, or utility easement shall be counted as meeting recreational purposes. Recreation areas and facilities shall be properly maintained and operated by the park management.
 - f. Adequate lighting shall be provided throughout the park in a manner and at such locations as to be consistent with the Hendry County lighting policy.

- g. Each mobile home site shall have proper connection for water, sewage, and electrical service, provided by an underground utility service.
 - h. Each mobile home site shall contain a designated area for the parking of two automobiles.
 - i. Where appropriate, a utility easement shall be provided along the front and side of each mobile home site. Such easement shall not be less than ten feet in width along the front and not less than five feet along each side. No permanent structures other than pedestrian ways, benches, recreational facilities, picnic areas and lighting systems shall be located in such utility easement, and permitted structures shall be located so as not to impede maintenance of the underground utility facilities. All utilities shall be located within such easements, or in easements adjacent to roadway pavements or in buffer areas.
 - j. Management headquarters, recreation facilities, coin-operated laundry facilities, and other uses and structures customarily incidental to the operation of a mobile home park may be permitted as accessory uses to the park.
 - k. Each mobile home park shall be provided with central facilities for the washing and drying of clothes, unless otherwise provided by the board of county commissioners.
 - l. A landscape buffering not less than 20 feet in width shall be provided along public streets or highways and along all boundaries of a mobile home park. Said buffer strip may be used for drainage structures and utility easements, but shall not be used for any other purpose.
 - m. The intent of landscaping a mobile home park is to preserve the natural character of the site. Mobile home parks shall provide an equivalent of one tree per mobile home site in addition to the required landscape buffering. Trees shall be of sufficient maturity to have a minimum of a ten-foot crown height and a four-inch base or trunk. Existing trees left intact and undisturbed by development of the mobile home park shall be counted toward the one tree per site requirement.
 - n. In general, a mobile home park shall provide suitable accommodations for all necessary functions, including off-street parking or loading, and no use of a public street or a required buffer area shall be utilized for any said purpose at any time.
 - o. The owner and/or developer of a mobile home park which is fully or partially within a designated flood hazard area as identified by the federal insurance rate map (FIRM) dated May 17, 1982, shall provide the county with base flood information as may be specified, and which includes the minimum first-floor elevation above a 100-year flood level for any and all permanent residences and other structures within the park. When said park, or portion of said park, is within a designated flood hazard area, the site plan shall include a statement attesting that the elevation has been established and certified by a licensed professional engineer registered in the state, and that his calculations are based on the 100-year flood level. In the event that the South Florida Water Management District has reviewed and approved the base flood elevation data for the property, or if the base flood information has been provided by any other state or federal agency, such information shall be sufficient to satisfy this requirement.
 - p. Unless otherwise provided by the board of county commissioners, a central storage area shall be provided for the storage of major recreational equipment, such as travel trailers, camping equipment, boats and the like; any said equipment shall be permitted only in such designated area of the mobile home park. No piece of major recreation equipment parked in the storage area shall be used for human habitation. The storage area shall be adequately buffered with obscuring type fencing and plant material, so as to screen its view from all adjacent streets, and from the mobile home sites within the park. The type of planting material shall be shown on the plan.
8. *Sanitation requirements.* Each mobile home site shall be provided with at least one garbage container of not less than 20-gallon capacity, so located as to be obstructed from view from the roadways within and without the park. Park management shall be strictly responsible for internal trash and garbage collection. Central park collection points, such as dumpsters, shall be completely screened from public view from within the park. The developer and/or owner shall submit to the director of development, at the time of application, copies of signed agreements with a licensed refuse hauler stating an agreement for service, the length of time for continued service, and at what regular intervals trash and garbage will be picked up by the hauler.

9. *Park design.* Designers of mobile home parks shall utilize contemporary design practices, and shall avoid monotonous and obsolete rectilinear or herringbone design for layout of mobile home sites.
10. A copy of the pre-application meeting notes shall be included with application.
11. Any additional data, materials or information deemed necessary by the County to make a determination.
12. Processing Fees payable to the Hendry County Board of County Commissioners:

\$2,500.00

Additional Review Fees-

2nd review of SDP by staff \$250.00

3rd review of SDP by staff \$500.00

4th review of SDP by staff \$750.00

5th review of SDP by staff and beyond \$1000.00 for each

Advertising charges will be invoiced prior to public hearings

Please submit original application plus supporting documentation for sufficiency review. Once the application has been deemed sufficient, please submit 5 copies of all documents for formal review. The Local Planning Agency public hearing will require 9 copies and the Board of County Commissioners public hearings will require 16 copies.

ALL TEXT DOCUMENTS ARE TO BE SUBMITTED ON DOUBLE-SIDED PAGES. ANY GRAPHS OR MAPS ARE TO BE ONE-SIDED.

LETTER OF AUTHORIZATION

ATTEST:

We/I, _____, being first duly sworn, depose and say that we/I am/are the owners of the property described herein and which is the subject matter of the proposed hearing; that all the answers to the questions in this application, including the disclosure of interest information, all sketches, data, and other supplementary matter attached to and made a part of this application, are honest and true to the best of our knowledge and belief. We/I understand that the information requested on this application must be complete and accurate and that the content of this form, whether computer generated of County printed shall not be altered.

As property owner We/I further authorize _____ to act as our/my representative in any matters regarding this Petition.

(Signature of Property Owner)

(Signature of Property Owner)

(Typed or Printed Name of Owner)

(Typed or Printed Name of Owner)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____ who is personally known to me or has produced _____ as identification.

(Signature of Notary Public – State of Florida)

State of Florida
County of Hendry

(Print, Type, or Stamp Commissioned
Name of Notary Public)