

**MANUFACTURED HOME PLACEMENT APPLICATION**

**ADDRESS INFORMATION**

Location where MH will be placed (Address): \_\_\_\_\_

Is this location at a MH Park or MH Subdivision: \_\_\_\_\_ Name: \_\_\_\_\_

Address of MH Park/Subdivision: \_\_\_\_\_

**APPLICANT INFORMATION**

Title or S.O.L Holder Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**MANUFACTURED HOME INFORMATION**

Manufacturer Name: \_\_\_\_\_ Length & Width: \_\_\_\_\_ X \_\_\_\_\_

Serial Number: \_\_\_\_\_ Single or Double Wide: \_\_\_\_\_ Date of Manufacture: \_\_\_\_\_

**Cannot be Approved if the MH has a Manufactured Date exceeding 10 years old.**

Does the manufactured home have affixed to it a seal, label or decal certifying it's compliance with standard adopted by State and Federal standards or a seal, label or decal issued by another state certifying it's compliance with standards declared for mobile home by the United States Department of Housing and Urban Development (HUD)? YES or No: \_\_\_\_\_

The applicant hereby certifies whether there have been any alterations to the manufactured home since the seal, label or decal was affixed. Yes Altered or Not Altered: \_\_\_\_\_

<b>SUBMITTAL ITEMS AND IMPORTANT INFORMATION</b>	<b>PLEASE CHECK</b>
Completed Application, incomplete applications will be rejected.	
Must attach a copy of the Title or S.O.L. (Statement of Ownership and Location) If the owner is not the Title Holder, must complete the Occupancy Application and attach to this application.	
Must provide a current official State (United States) issued identification of occupant, valid Driver's License, State issued ID card or passport.	
Must provide copy of completed Notice of Installation (Form T) within 30 days.	
Shall be skirted. Skirt shall mean concealment from view of the under carriage on all sides of a manufactured home. Skirting must be accomplished with metal, vinyl or other material which matches the exterior of the manufactured home and approved by the City.	
All approvals on this application will expire after 180 days of filing unless a permit is issued.	

**FEES**

**All fees due to the City of Richmond shall be paid in full before issuance of the permit.** All returned checks will be assessed a returned check fee as applicable and a stop work order will be issued and remain in effect until such time a valid complete payment is received. "Credit card payments are assessed a 3% convenience fee. No refunds or credits, all transactions are final."

Administration Fee	Flat Fee	\$10.00
Mobile Home Placement		\$200.00

**DISCLAIMER & SIGNATURE**

*I certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The approval of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating such work or the operation thereof. Falsification or errors in this application may result in immediate revocation of the approval/issuance and be subject to prosecution as allowed by law.*

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_