



Mobile Home Move-in/out Application

(Deadline: 12pm Wednesday prior to P&Z Meeting)



PERMIT #

1. Applicant Name:

Applicant must be either home owner and/or property owner .

Home Owner Name			Property Owner Name		
DBA			Mailing Address		Phone
Mailing Address		Phone			Cell
		Cell	City	ST	Zip
City	ST	Zip	Email Address		
Email Address					

2. Property Information (Detailed information can be obtained using RapidMap at www.rcgov.org/gis/rapidmap.html)

Property Address or Location					
*Parcel ID #		*Tax ID #		*Lot/Legal	
Block	Subdivision				Section
*Township	*Range	*Acres	*Current Zoning		
* Not needed for Mobile Home Parks Move-in/out					

3. Required information for Mobile/Mfrd Homes in Mobile Home Parks (all others skip to #5)

Lot Number	Dimensions of Home	Year Manufactured
Per Hill City Municipal Code 903.3: As of January, 2014, all mobile homes moved into and existing mobile/manufactured home park must be a minimum of twelve(12) foot wide, and the age of the home shall be fifteen (15) years or less from the date of manufacture.		

4. Required information for Mobile/Mfrd Homes on Private Property (all others skip to #5)

Dimensions	Year of Manufacture	Use
Per Hill City Municipal Code 903.3: As of January, 2014, All mobile homes placed on any property type within Hill City (excepting those in Mobile Home Parks) shall be a minimum of twenty-four (24) foot wide, and the age of the home shall be less than 6 years from the date of manufacture. The home shall be skirted (if not on permanent foundation) within sixty (60) days of sitting. The use of a mobile/manufactured homes for commercial purposes within a residential use district is prohibited.		

5. Mobile/ Manufactured Home Information

Make and Model
VIN (Attach copy of title)

5. Estimated Cost of Contracted Work (Where applicable)

MOVER/INSTALLER		Cost \$	
GENERAL CONTRACTOR		Cost \$	
GRADING/FOUNDATION CONTRACTOR		Cost \$	
ELECTRICAL CONTRACTOR		Cost \$	
PLUMBING/HEATING CONTRACTOR		Cost \$	
MECHANICAL CONTRACTOR		Cost \$	
		TOTAL COST \$	

6. General/Sole Contractor Information (Required for contracted work)

South Dakota Excise Tax License Number		(Attach Copy*)
Liability Insurance Certificate of Insurance Policy Number		(Attach Copy*)
Worker's Compensation Insurance Policy Number		(Attach Copy or Non-participation form*)
Identification # (Driver's License or Government I.D.)		(Attach Copy*)

7. Flood Hazard Information:

Is the property located within a designated floodway, floodplain, or special hazard area?	YES	
	NO	
<i>If yes, a floodplain development permit is <u>required</u>.</i>		

THE CITY OF HILL CITY AND THE PLANNING AND ZONING COMMISSION ADOPTED THE "INTERNATIONAL BUILDING CODE" (IBC) FOR USE IN ISSUING BUILDING PERMITS, LIFE-SAFETY CODE, BUILDING CODE, INSPECTIONS AND CODE ENFORCEMENT. ELECTRICAL AND PLUMBING CODES ARE REGULATED BY THE STATE OF SOUTH DAKOTA AND ARE INSPECTED BY STATE INSPECTORS. (The Applicant is responsible for obtaining those permits and obtaining related inspections.) EVERY PERMIT ISSUED BY THE BUILDING OFFICIAL UNDER THE PROVISIONS OF THIS CODE SHALL EXPIRE BY LIMITATION AND BECOME NULL AND VOID IF THE BUILDING OR WORK AUTHORIZED BY SUCH PERMIT IS NOT COMMENCED WITHIN **NINETY (90) DAYS** FROM THE DAY OF APPROVAL OR COMPLETED WITHIN **ONE (1) YEAR**.

I hereby certify that I have examined this application and its attachments, 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 within or not. I further certify that I am the owner or the owner's authorized agent and that the proposed work is authorized by the owner. I understand that work shall not begin until the permit is issued by this department, that I am responsible for calling for all required inspections, that work shall be accessible for inspection, that a final inspection, approval and Certificate of Occupancy are required prior to occupying/using the structures contained herein. I understand that the granting of this permit does not presume to give authority to violate or cancel the provisions of any Federal, State, or local laws regulating construction or performance of construction.

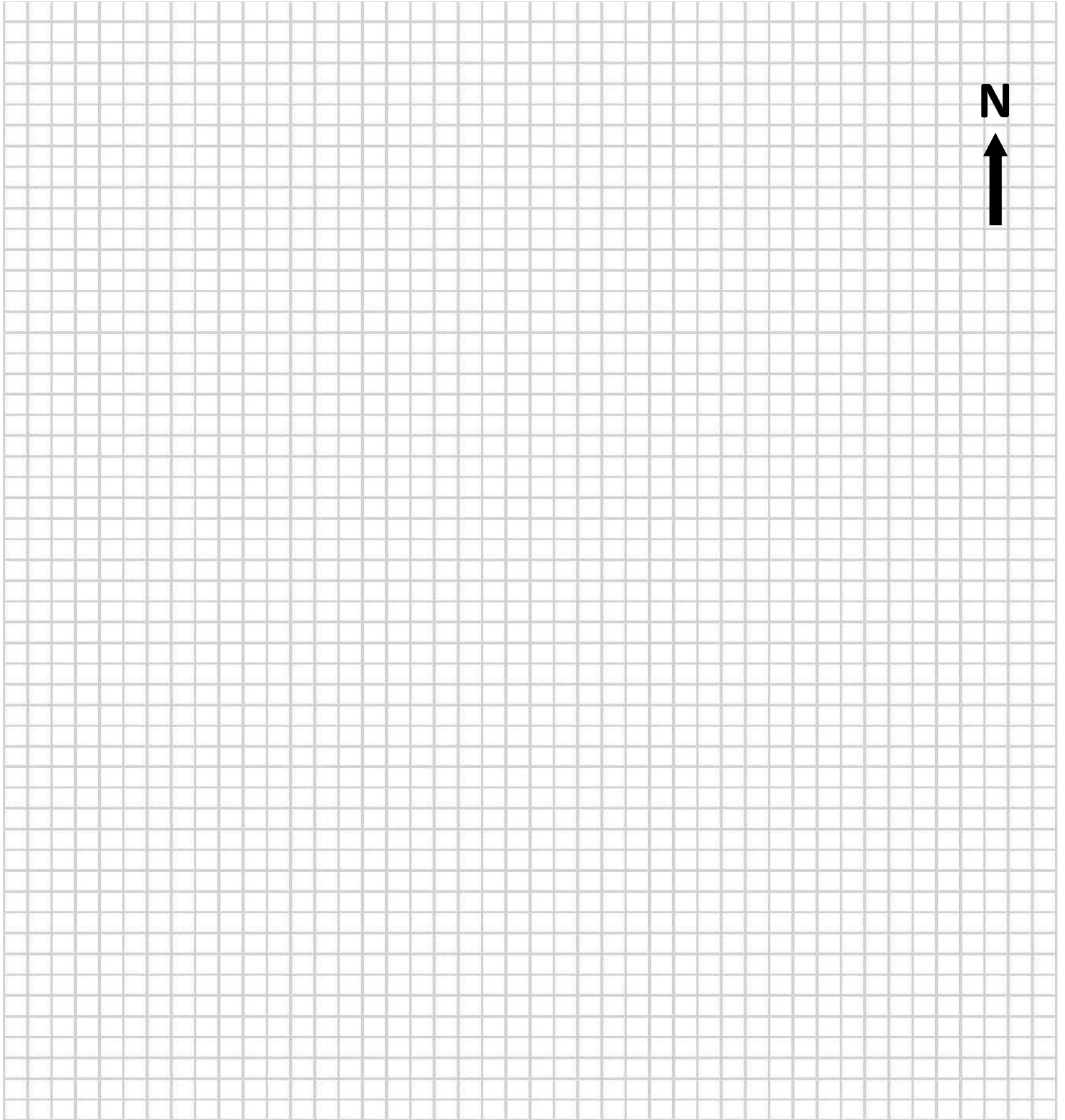
Signature of Applicant

Date

Signature of Home/Property Owner

Date

Site Plan Sketch (to scale) For Mobiles/Manufactured Homes on Private Property



Please show the following in your site plan sketch:

1. Property boundaries with boundary measurements (in linear feet) of all sides of the property
2. Final setbacks of all existing and proposed improvements
3. All existing and proposed structures
4. Access from public right-of-way to property (i.e. driveways)
5. Easements and restrictions
6. Location of floodway and flood fringe if applicable
7. Post construction drainage patterns

(Shaded Area For Office Use Only)

APPLICATION REVIEW

- Application Complete
- Required plans and sketches included
- Flood Hazard Map Checked
- Submitted to Planning and Zoning Commission
- Fees Paid
- Scanned to digital address file

Plans examiner notes:

PLANNING AND ZONING COMMISSION

Meeting Date: _____

Action: _____

Notes:

FEE RECORD

Application Fee \$	Date Paid	Cash/MO/Check#	Receipt #
_____	_____	_____	_____
Permit Fee \$	Date Paid	Cash/MO/Check#	Receipt #
_____	_____	_____	_____
Tapping Fee(s) \$	Date Paid	Cash/MO/Check#	Receipt #
_____	_____	_____	_____