



Planning Division	6617 Third Street Riverbank, CA 95367	Tel: (209) 863-7138 Fax: (209) 863-7126
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TEMPORARY MANUFACTURED HOME APPLICATION INFORMATION

Temporary manufactured home permits may be issued for any parcel or lot in a Single Family (R1), Duplex Residential (R2) or Multi-Family (R3) Residential District which contains one and only one single family dwelling to allow placement of temporary manufactured homes pursuant to the provisions of Section 153.219 of the City of Riverbank Zoning Ordinance. Applications for a “temporary manufactured home” shall be made to the Community Development Department and approved by City Council and shall be accompanied by the following information:

1. Plot plan of property, showing existing buildings and proposed location of the manufactured home.
2. Picture presentation of the manufactured home to be used as a temporary residence.
3. A statement from a doctor which details this disability requiring care OR proof of age.
4. A filing fee in such amount as may be fixed by the City Council from time to time.
5. Cost of postage for Public Hearing.

The purpose of the “temporary manufactured home” shall be to provide care for ill or aged (at least 70-years old) members of the immediate family. The existing dwelling unit shall be occupied by the property owner.

Manufactured homes may be installed only if no more than ten (10) years has elapsed between the date of manufacture and the date of application for a permit to install the manufactured home and shall be at least 8-feet wide and 40-feet long, bearing the Department of Housing and Community Development decal and shall constitute a “manufactured home” as defined in Title 25 Chapter 2 Subchapter 1 Article 1 Section 1008.

All manufactured shall be subject to review and approved by the Planning Director with respect to siding material, roofing materials and roof overhang to ensure, to the greatest extent feasible, compatibility with surrounding structures. A pictorial representation of the proposed manufactured home shall be submitted with the application.

The manufactured home shall be located on the rear half of the property so it is screened from public view, shall be completely skirted within 90-days of final inspection and shall be at least 10-feet from any other structure and 5-feet from any property line. The manufactured home must use existing connections to public water and sewer. However, a separate temporary gas and/or electric service shall be installed in accordance with Title 25 Chapter 2 Subchapter 1 Articles 3 and 4 of the California Administrative Code.

NEITHER DWELLING SHALL BE RENTED. In order to grant a “temporary manufactured home” permit, the City Council must make the following finding:

- The establishment of the manufactured home will not under the circumstances of the particular case be detrimental to the health, safety, peace, comfort and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to property and improvements in the neighborhood or to the general welfare of the City.

The “temporary manufactured home” permit shall be valid for 1-year from the date of approval by the Riverbank City Council. The manufactured home shall be re-inspected and the permit renewed annually prior to its anniversary date. In order to renew the permit, the following information shall be submitted and City Council approval obtained.

1. Completed “temporary manufactured home” application form.
2. A statement dated no earlier than 30-days prior to the expiration date of the permit, from a doctor verifying that the application still needs care because of illness.
3. A copy of the current vehicle registration to tax clearance certificate.
4. A renewal fee in such amount as set by the City Council from time to time.

If the circumstances for which the “temporary manufactured home” permit was approved ceases to exist or the property is vacated by the property owner, the manufactured home and its electric and/or gas service shall be removed within 90-days from this date.

APPLICANT/PROPERTY OWNER INFORMATION

Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Property Owner (if not the applicant): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Mobilehome is for care of:

- Ill family member _____
- Aged family member _____

Assessor's Parcel Number(s): _____

General Plan Designation: _____

Existing Zoning Classification: _____

Total Size of Project Site (acres/square feet): _____

Project Description Only: Briefly describe the proposed project and length of time the proposed temporary manufactured home will be needed:

CONSENT OF APPLICANT AND PROPERTY OWNER(S)

Consent of Applicant and Property Owner(s): The consent of the applicant and property owner, if not the applicant, is required for filing an application for a land use development permit within the City of Riverbank. The signature of the applicant and property owner(s) below constitutes consent for filing of this application. ***Applicants shall be responsible for all costs and fees associated with their application.*** The applicant shall be responsible for maintaining a negative balance with the Community Development Department for the City of Riverbank. If a negative balance occurs, it may cause the application to become incomplete until sufficient funds are paid to the City of Riverbank.

Property Owner(s) Signature

Date

Applicant's Signature

Date

AGREEMENT TO DEFEND AND INDEMNIFY THE CITY OF RIVERBANK

I (We) _____, the applicant(s), do hereby agree that should the City of Riverbank take any administrative or legislative action approving the application or any related administrative or legislative action necessary to allow the project to proceed, the applicant(s) will defend, indemnify and hold harmless the City, its agents, officers and employees harmless from any claim, action or proceeding to attach, set aside, void or annul the approval granted by the City, including the reasonable attorneys' fees and costs incurred by the City to defend such claim, action or proceeding so long as the City promptly notifies the applicant(s) of any] such claim, action or proceeding and the City cooperates fully in the defense.

Applicants Signature: _____

Dated: _____

***INSTRUCTIONS FOR MAILING ADDRESS LABELS**

TO THE APPLICANT: The City of Riverbank requires that all applications submitted for public hearing by the Planning Commission and/or City Council shall include a list of the current owners of property within 300-feet from the perimeter of the project site. However, if the number of parcels is fewer than 30, the radius for notice shall be increased until a minimum of 30 parcels or a maximum of 1000-feet is attained. The list shall include the property owners name, mailing address and their Assessor's Parcel Number(s) as identified in the example below.

Preparation, verification and submittal of property owners list shall be the responsibility of the applicant and shall include the following.

- ❑ 4-sets of postage-paid self-addressed envelopes **without** a return address
- ❑ 1 copy of the mailing labels as shown on the mailing envelopes
- ❑ 1 copy of the 300-foot radius map

To Title Companies: Please prepare the property owner's list as follows:

Type the assessor's property number, property owner's name and mailing address on self-adhesive address label sheets. **CONTINUOUS TRACTOR-FED LABELS WILL NOT BE ACCEPTED.** The mailing labels will be used in the Public Hearing notices to the property owners. Please include the names and mailing addresses of the applicant and owner of the subject parcel(s).

1. This list shall be certified by a title insurance company as being from the most recent Stanislaus County Tax Roll.
2. A copy of the most current assessment roll including parcel number used to compile the mailing list, which should be all those that you have typed mailing labels for.
3. Example mailing label:

000-00-00 John Smith 12 Some Street Anywhere, CA 93246
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Failure to meet these standards for mailing labels may result in a delay in the Public Hearing date. If there are any questions, you may call the Community Development Department at (209) 863-7138