



TOWN OF PLATTSBURGH

DEPARTMENT OF CODES & ZONING

Stephen M. Imhoff | Code Enforcement Officer
Allen W. Reece | Code Enforcement Officer
Drew Arthur | Code Enforcement Officer
Donna Primiano-Masten | Codes & Zoning Secretary

151 BANKER RD, PLATTSBURGH, NY 12901-7307
PHONE: (518) 562-6840 | TDD: (800) 662-1220 | FAX: (518) 563-8396

Michael Cashman
Supervisor

Charles Kostyk
Deputy Supervisor/Councilor

February 8, 2022

Michael Cashman, Supervisor
And Town Board Members

RE: Manufactured Home Park Permit Fee

Dear Mr. Cashman and Board Members:

For your consideration, and in accordance with Article XII, Section ~~12.4~~ ^{12.5}, Paragraph F of the Town of Plattsburgh Zoning Ordinance dated June 17, 2021, please review the attached proposed Manufactured Home Park Permit Fee addition to the current Zoning Fee Schedule.

Respectfully submitted,


Stephen M. Imhoff
Code Enforcement Officer

SMI/dpm
Enclosure

ZONING FEES

A. RESIDENTIAL Zoning Board of Appeals

Board of Appeals Area Variance	\$75.00
Board of Appeals Use Variance	\$125.00
Board of Appeals Interpretation	\$50.00

B. COMMERCIAL Zoning Board of Appeals

Board of Appeals Area Variance	\$150.00
Board of Appeals Use Variance	\$200.00
Board of Appeals Interpretation	\$150.00

C. Fee for appeal to Board of Appeals in any instance not covered by the foregoing \$100.00

D. MANUFACTURED HOME PARK PERMIT TO OPERATE (Three-year Permit Term)

1 – 25 Lots	\$300.00
26 – 50 Lots	\$400.00
Over 51 Lots	\$500.00

ARTICLE XII

PLACEMENT OF MANUFACTURED HOMES, MANUFACTURED HOME PARK REGULATIONS AND MAINTENANCE OF MANUFACTURED HOME PARKS

Section 12.1 Manufactured Homes

No manufactured home shall be moved, placed or relocated in the Town of Plattsburgh without first obtaining a permit to park and occupy that manufactured home on a lot as approved by the Zoning Enforcement Officer. Upon submittal of the application and receipt of the permit, the manufactured home may be moved. The manufactured home may not be occupied until a certificate of occupancy has been granted for that manufactured home. A manufactured home shall be deemed to be a conforming single-family dwelling as long as the following conditions are met:

- A. Manufactured homes shall have the United States Department of Housing and Urban Development (HUD) seal crest and are subject to a detailed compliance inspection by the Zoning Enforcement Officer. The compliance inspection will ascertain the degree of compliance with energy conservation factors established by HUD standards.
- B. Manufactured homes shall meet all setback and height requirements and placed on lots that meet all density, size, and dimensional standards set forth in Section 12.1²₃ of this chapter.
- C. Manufactured homes shall be affixed to a permanent foundation that meets New York State Building Construction Codes for single-family dwellings, as well as any requisite floodplain standards when relevant. Permanent foundations typically include provisions for basements or crawlspaces or slab-on-grade. Skirting, screening of fuel canisters, and other similar features shall not be considered permanent foundations.
- D. Manufacture homes shall be subject to the same water service and wastewater disposal provisions as a single-family dwelling in the residential district or service district in which the manufactured home is to be sited. This shall include meeting all standards of the New York State Departments of Health and/or Environmental Conservation.
- E. Manufactured homes shall conform, to the maximum extent practicable, with the identical development specification and standards, including general aesthetic and architectural standards, applicable to conventional, site-built single-family dwellings in the residential district in which the manufactured home is to be sited.

- F. No manufactured home, wherever placed in the Town of Plattsburgh, will be occupied without first having obtained a certificate of occupancy.
- G. No manufactured home shall be used for any use other than its intended use within the Town of Plattsburgh.

Section 12.2 Manufactured Home Sales

- A. Manufactured homes shall be placed only at authorized locations for refurbishing or sale. Authorized areas will only be designated within Service Center Districts or Industrial Districts.
- B. All manufactured home sale locations shall be subject to site plan review standards that are outlined in Section VIII, of this chapter.

Section 12.3 Manufactured Home Parks

The following standards shall apply to manufacture home parks:

- A. All manufactured home park requests will utilize the special use permit review procedure.
- B. In addition to the conditions outlined in Section 12.1, manufacture home parks special use permits shall provide the following information and/or be subject to the following additional conditions.
 - 1. No manufactured home park shall be contiguous nor in such proximity to another manufactured home park so as to cause congestion, hazard, overcrowding of land and an undue concentration of population, which would result in an overuse of public facilities.
 - 2. A manufactured home park shall have an area of not less than five (5) acres.
 - 3. A minimum site of 5,000 square feet is required per manufactured home.
 - 4. Minimum lot dimensions and setbacks shall be as follows:
 - a. Minimum lot width: 50 feet
 - b. Minimum lot frontage: 25 feet
 - c. Minimum front yard setback: 20 feet
 - d. Minimum side yard setback: 15 feet

- e. Minimum rear yard setback: 20 feet
5. No more than one (1) manufactured home shall be placed on a site.
6. Plans prepared by a licensed land surveyor, engineer or landscape architect shall include:
- a. The location and widths of all entrances, exits, streets, walkways and parking area
 - b. The location, size and arrangement of each lot within the park.
 - c. The method and plan for electric lighting.
 - d. The location and plan of all proposed structures and improvements.
 - e. Any proposed grading and plans for landscaping.
 - f. Any proposed stormwater drainage.
 - g. Any proposed utilities.
 - h. Any public improvements proposed by the Town in or adjoining the proposed park.
 - i. Existing zoning.
7. Construction requirements:
- a. Building permits and certificate of occupancy shall be required for all manufactured homes placed on a site.
 - b. Park-owned buildings shall be constructed in accordance with the applicable New York State Building Construction Codes and the New York State Fire Prevention Code (9 NYCRR) or their successor(s), including the list of generally accepted standards.
 - c. Any manufactured or mobile home built after January 15, 1974 that does not meet the State Code for Construction and Installation of Mobile Homes (9 NYCRR) shall not be installed in a manufactured home park.
 - d. Any manufactured or mobile home built after June 15, 1976 that does not meet the U.S. Department of Housing and Urban Development Mobile Home Construction and Safety Standard (CFR, Title 24, Part 3280) shall not be installed in a manufactured home park.
 - e. Each manufactured home shall be skirted to adequately secure the

manufactured home against weather conditions, rodents and to further ensure safety. This will be done within thirty (30) days from time of initial hookup.

- f. Fuel containers will be mounted so as not to be visible from the road in front of the manufactured home. All fuel containers will be mounted on an approved metal structure. Liquefied Petroleum Gas bottles will be mounted with consideration to safety. The standards for the Liquefied Petroleum Gas and the fuel containers shall be as provided by the New York State Uniform Fire Prevention and Building Code and the National Fire Protection Agency.
 - g. The manufactured or mobile home stand shall be improved to provide adequate support for the placement and anchoring of the manufactured or mobile home in accordance with generally accepted standards. The stand shall not heave, shift or settle unevenly under the weight of the manufactured or mobile home due to frost action, inadequate drainage, vibration, wind or other forces acting on the structure. The stand shall inhibit the ponding of water under and around the home.
 - h. Entrance steps shall be installed at all doors leading to the inside of the manufactured home. Such steps shall be constructed of materials intended for permanence, weather resistance and attractiveness. Handrails shall be provided if steps contain three (3) or more risers.
 - i. No more than two (2) accessory structures are permitted per site. Accessory structures will be at least ten (10) feet from the manufactured home and placed entirely within that manufactured home site. All accessory buildings will conform to the required setbacks as outlined in Article V. Additions to manufactured homes require a permit. The application will be signed by the manufactured homeowner and the owner/manager of the manufactured home park.
 - j. Parking for two (2) automobiles will be provided on each manufactured home lot. There shall be no storage of any automobiles or automobile parts allowed within a manufactured home park. Any automobile parked on a lot shall be a duly registered and inspected vehicle. Further, when a manufactured home park is configured at more than fifteen (15) manufactured homes, there may be a designated parking area for additional vehicles as recommended by the Planning Board during special use permit review.
8. Spacing. Accessory structures, including superintendent office, service buildings, and storage buildings shall meet all required lot setbacks standards

established in Section 12.¹₃ of this article.

9. Accessibility.

- a. Each manufactured home park shall have a curb cut on an existing public highway or street. No dead-end streets or cul-de-sac shall be permitted in any manufactured home park.
- b. Entrances and exits shall be located at a minimum distance of 100 feet between them, for the safe and convenient movement into and out of the park.
- c. All entrances and exits shall be at right angles to the existing public highway or street.
- d. All entrances and exits shall be free of all objects which would impede the visibility of the driver entering or exiting a public highway or street for a distance of 20 feet from the edge of pavement of the public highway and park road.
- e. All entrances and exits shall be of sufficient width to facilitate the turning movements of vehicles with manufactured homes attached.

10. Streets and Drives. Streets shall be improved to meet the same standards as required by the Standard Specifications for Town Center Roads and Highways.

11. Water Supply

- a. Drinking water shall be adequate in quantity, of a quality which complies with the requirements of the Health Department, and shall be readily available to occupants of the property. Non-potable water shall not be accessible to park occupants.
- b. A minimum water pressure of 20 pounds per square inch shall be provided at the riser pipe of each site at all times.
- c. A water service connection consisting of a service box with a shut-off valve installed below the frost line and a three-quarter inch riser pipe shall be supplied on each site. Surface drainage shall be diverted from the connection. The park operator shall be responsible for maintaining the shut-off and riser pipe, except where the responsibility for the riser pipe has been transferred to the mobile home occupant by formal written agreement. Such formal written agreement shall be available for review by the Zoning Enforcement Officer.

- d. The riser pipe shall be provided with a watertight seal when not connected to a home.

12. Sewage Facilities

- a. All sewage facilities shall be designed, constructed and maintained in accordance with the appropriate standards of the Departments of Health and//or Environmental Conservation.
 - b. No construction of new or modified facilities shall commence until approval in writing from the agency having jurisdiction has been received by the operator. All construction shall be in accordance with the approved plans.
 - c. Each site shall be provided with a minimum four-inch sewer pipe below the ground surface and a four-inch riser pipe.
 - d. The connecting pipe (minimum of three-inch diameter) from the manufactured or mobile home to the riser pipe shall be non-collapsible and semi-rigid. All connections shall be watertight.
 - e. The riser pipe shall be provided with a watertight seal when not connected to a manufactured or mobile home.
 - f. Inadequately treated sewage on the ground shall be prohibited.
 - g. The operator shall be responsible for maintaining the sewage system to include the riser pipe. The connecting pipe shall also be the responsibility of the operator unless the responsibility has been transferred to the manufactured or mobile home occupant by formal written agreement. Such formal written agreement shall be available for review by the Zoning Enforcement Officer.
13. Distribution systems for electricity, including the manufactured or mobile home service agreement and feeder assembly, gas and fuel oil shall be in accordance with applicable State and local regulations or generally accepted standards. The operator shall be responsible for maintaining these systems, including the connection top each home, unless such responsibility has been transferred to the manufactured or mobile home occupant by formal written agreement. Such formal agreement shall be available for review by the Zoning Enforcement Officer.

14. Refuse Storage and Disposal

- a. Adequate and sanitary facilities shall be provided and maintained for the storage and disposal of refuse. Sanitary methods shall be used for the temporary storage, collection, handling and disposal of refuse. Any on-premise refuse processing, treatment, and disposal facilities

shall meet the requirements of the Department of Environmental Conservation.

- b. The operator shall provide for refuse pick-up or central refuse storage.
 - c. If refuse pick-up is not provided, the occupant shall be responsible for transporting refuse to the central refuse storage point.
 - d. The occupant shall be responsible for the proper maintenance and storage of refuse on each site.
- 15. Open Space and Recreation. At least 10% of the gross land area of any new mobile home park, excluding the area for perimeter screening shall be used for recreation and/or open space uses. Maintenance of said area shall be the responsibility of the park operator. The allocation of the recreational or open space usage is at the discretion of the Planning Board.
- 16. Insect and Rodent Control. Grounds and buildings shall be maintained in such a manner as to control noxious insect and rodent infestations. Extermination methods and other measures to control insects and rodents shall conform with the requirements of the agency having jurisdiction.
- 17. Weed Control. The growth of ragweed, poison ivy, poison oak, poison sumac and other noxious weeds shall be controlled. Control measures and materials shall conform with the requirements of the agency having jurisdiction. The elimination of such weeds where growth is limited to a single site shall be the responsibility of the occupants.
- 18. No part of any park shall be used for non-residential purposes, except such uses that are required for direct servicing and the well-being of the park, its residents and its management and maintenance.
- 19. Outdoor Wood Boilers. Outdoor wood boilers are prohibited in manufactured home parks.
- C. All lots will be numbered and each manufactured home will display the lot number on the side facing the road in compliance with 911 rules.
- D. The owner/manager of the manufactured home park shall maintain a register of all dog owners and dogs within the park. The list shall conform to the standards as stated by the Town of Plattsburgh Dog Control Officer. It should be further noted that all dogs within a manufactured home park shall be leashed. The owner/manager will provide the Town Dog Control Officer with a letter consenting to the Town dog control law enforcement within the park.

- E. USPC approved mailboxes shall be placed in an orderly and aesthetically pleasing fashion, in a place of mutual agreement to the park manager and postal authorities, so as not to block the line of sight of entering or exiting vehicles.
- F. The owner/manager of the manufactured home park shall maintain a register of all manufactured homes within the park. This register will include the name of the owner/tenant(s) residing in the manufactured home, the size and make of the manufactured home, and date of arrival. When the manufactured home is removed the register will reflect the month, day and year of departure from the park. This registry will be available for inspection. There is no need to obtain permits for manufactured homes leaving a park. Permits are mandated on any manufactured home coming into a park.
- G. The park owner/manager is responsible for maintaining the manufactured home park in such a condition as complies with regulations stated herein. This shall include, but not be limited to, hedges, bushes and roads.
- H. Conditions of roads, ground water and other items for new manufactured home parks or additions to a manufactured home park shall be established at a site plan review.
- I. Manufactured home parks shall be maintained in a neat, safe and healthy manner as determined by the Zoning Enforcement Officer in accordance with Section 12.3, herein. Thirty (30) days prior to receiving a renewal permit from the Clinton County Health Department, the owner/manager will contact the Town of Plattsburgh's Zoning Enforcement Officer to schedule an inspection. Upon inspection and re-certification by the Clinton County Health Department, a copy of the license will be given to the Town of Plattsburgh.
- J. Manufactured Home Parks will maintain a central trash pick-up. Trash will be removed on a weekly basis.
- K. No manufactured home shall be used for any use other than its intended use within the Town of Plattsburgh.
- L. No part of any park shall be used for non-residential purposes, except such uses that are required for direct servicing and the wellbeing of the park, residences and for the management and maintenance of the park.

Section 12.4 Existing Nonconforming Manufactured Home Parks

- A. A manufactured home park shall qualify for status as a legal nonconforming use, provided that the park was legally permitted by the Town of Plattsburgh after this date and legally located in the Town at the date of the adoption of this chapter.

- g. The number and address of the manufactured home lot upon which such manufactured home is located.
- h. The date of the departure of the manufactured home from the park.
- C. Upon receipt of the completed application and required annual fee, and approval of the application, the Code Enforcement Officer shall issue such permit to be effective for a period of ~~two~~ ^{three (3)} year commencing on the date of approval.
- D. After one (1) year from the date of adoption of this chapter, no new building permits will be issued until the annual permit described in of this chapter is obtained.
- E. Permit renewal for manufactured home parks. A completed application and annual fee for the renewal of any manufactured home park permit shall be submitted to the Code Enforcement Officer on or before the 60th day before the expiration date of the current permit.
- F. Fees. To defray a portion of the cost incurred by the Town for permitting, inspection and compliance verification, the owner of a manufactured home park shall pay an ~~annual~~ fee. The amount of the fee shall be established by the Town of Plattsburgh and provided in their fee schedule.

Section 12.6 Required Record Keeping

The owner of each manufactured home park shall keep a record of information required in Section 12.1⁵ of this chapter. These records shall be available for inspection by the Code Enforcement Officer upon request. An up-to-date copy of all forms, or a spreadsheet or database printout containing all required information, shall be provided to the Code Enforcement Officer when requested.

Section 12.7 Requirements when Changes are Made

- A. Any change to an individual manufactured home (including, but not limited to, replacement or relocation) shall trigger the following requirements:
 - a. In accordance with Section 12.1³ of this chapter, each manufactured home shall be placed on a site having a total area of not less than 5,000 square feet
 - b. Each manufactured home lot must have iron pins set by a licensed surveyor for the corners of each lot. Pins shall be a minimum of 24 inches in length and 1/2 inch in diameter. No home may be located on a lot prior to placement of the boundary corner pins.

- B. Any manufactured home park which qualifies as a legal nonconforming use pursuant to the provisions of this chapter shall comply with the following requirements:
- a. It shall comply with all applicable federal and state laws, rules and regulations.
 - b. It shall comply with all provisions contained in this regulation, including securing a three-year permit issued by the Town of Plattsburgh as outlined in Section 12.4 of this article, including payment of required fees.

Section 12.5 Permit Requirements for Existing Manufactured Home Parks

- A. All manufactured home parks existing as of the effective date of this chapter shall apply to the Code Enforcement Officer for an initial permit within three (3) years after adoption of this chapter. This permit shall be renewed every three (3) years and must be kept current in order to operate a park. If the applicant for a permit is not the owner of the manufactured home park to which the application pertains, the application shall be accompanied by an original or certified copy of a lease of the premises to the applicant and a statement signed and acknowledged by the owner or owners of the premises consenting that the premises be used as a manufactured home park. Permits shall not be transferable or assignable.
- B. Information required for the initial permit, and ~~annual~~ renewals, are the same and must include a current map drawn to scale showing all existing lots. The map shall indicate if each lot is vacant or occupied at the time of application. Additional information required shall include:
- a. The name and address of the owner of the manufactured home.
 - b. The name and address of each occupant of the manufactured home and specifically identifying occupants that are within the age requirements to attend public schools as of July 1 each year.
 - c. The registration year and number of the manufactured home and the state in which so registered.
 - d. The make or factory name, the year of manufacture, the exterior color, number of rooms and the overall dimensions of the manufactured home, including any additions.
 - e. A colored photograph showing the exterior of the home.
 - f. The number and issuance date of the certificate of occupancy.

- c. A corresponding revised site map shall be provided to the Code Enforcement Officer and shall be included in subsequent biannual manufactured home park permits outlined in Section 12.4 of this chapter.

5

Section 12.8 Violations and Penalties

Notwithstanding the provisions of Section 12.8 of this Ordinance, any person or persons who willfully violates any provisions of this Article shall, upon conviction, be subject to a fine of not more than five hundred dollars (\$500.00) or by imprisonment not exceeding fifteen (15) days, or both.

Each day after conviction that such violation continues shall constitute a separate offense.

TOWN OF PLATTSBURGH

MANUFACTURED HOME PARK PERMIT APPLICATION

Date Submitted: _____ Tax Map #: _____ Permit number: _____
Zoning District: _____ Date Permit Paid: _____ Inspection Fee: _____

FOR OFFICE USE ONLY

Application is hereby made to the Codes & Zoning Enforcement Officer for permission and license to conduct and operate a Manufactured Home Park pursuant to applicable Fire Safety Codes and Town Zoning Ordinance, Article XII within the boundaries of the Town of Plattsburgh at the below location:

PARK NAME: _____

ADDRESS OF THE PROPERTY: _____

1) Applicant: Name _____ Phone # _____
Address _____ City _____ St _____ Zip _____
Email Address: _____

2) Property Owner (only use-if different than Applicant)

Applicant: Name _____ Phone # _____
Address _____ City _____ St _____ Zip _____

3) Parcel size: _____ Number of spots in Park: _____

a. Number of **TENANT** owned homes: _____; identify with corresponding lot numbers.

b. Number of **PARK** owned homes: _____; identify with corresponding lot numbers.

4) Additional information required shall include:

a. The name and address of the owner of the manufactured home.

b. The registration year and number of the manufactured home and the state in which so registered.

c. The make or factory name, the year of manufacture, the exterior color, number of rooms and the overall dimensions of the manufactured home, including any additions.

d. A colored photograph showing the exterior of the home.

e. The number and issuance date of the certificate of occupancy.

f. The number and address of the manufactured home lot upon which such manufactured home is located.

PLEASE SEE TOWN ZONING ORDINANCE FOR FULL REQUIREMENTS.
IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE, CONTACT OUR OFFICE

STATE OF NEW YORK)

SS:

COUNTY OF CLINTON)

Deponent, being duly sworn, says that he (she) is the owner or authorized agent for which the foregoing inspection is proposed to be done. I further state that all information is true and correct to the best of my knowledge.

Signature of Owner or Designated Agent

Print Name

Sworn to before me this ____ day of _____, 20____

Notary Public

DESIGNATED AGENT AUTHORIZATION:

I am authorizing _____ to act as agent with regard to the above matter. This agent has been contracted by me to perform the work for which the application is being submitted. The agent, _____, being duly authorized to perform such work, has insured that all workmen employed at this site will be covered by contract or compensation insurance and that all work will be performed in accordance with all existing State Laws and Local Ordinances. Further, I state that all submitted information is true and correct to the best of my knowledge.

Signature of Applicant

Signature of Agent

Sworn to before me this ____ day of _____, 20____

Notary Public

FOR USE BY CODE ENFORCEMENT OFFICER ONLY.

() Permit for use

() Approved

() Denied – Not in conformance with the following provision(s) of the Town of Plattsburgh Zoning Ordinance: _____

() Denied – Does not meet New York State Fire Prevention and Building Codes.

Comments: _____

Date _____ By: _____