

NO. _____

**MCMINN COUNTY MOBILE HOME RESOLUTION FOR THE REVISION OF
MOBILE HOME PARK AND TRAVEL TRAILER PARK REGULATIONS**

WHEREAS, revised regulations are needed to guide the development of mobile home parks and travel trailer parks within the unincorporated areas of McMinn County; and,

WHEREAS, Tennessee Code Annotated, Title 13, Chapter 7, §§ 13-7-101 through 13-7-410, allows for the regulation of mobile home parks and travel trailer parks; and,

WHEREAS, the McMinn County Regional Planning Commission has prepared such regulations for the McMinn County Commission.

NOW THEREFORE, BE IT RESOLVED by the McMinn County Commission that the regulations contained in the following articles be adopted to govern various aspects of mobile home parks and travel trailer parks within the unincorporated areas of McMinn County.

ARTICLE 1

Definitions as used in this Resolution

Except as specifically defined herein, all words used in this resolution have their customary dictionary definitions where not inconsistent with the context. For the purpose of this resolution certain words or terms are defined as follows:

The term "shall" is mandatory.

When not inconsistent with the context, words used in the singular number include the plural and those used in the plural number include the singular.

Words used in the present tense include the future.

Health Officer. The director of a city, county or district health department having jurisdiction over the community health in a specific area, or his duly authorized representative. The County Health Environmentalist, Tennessee Department of Environment Conservation (TDEC) representative.

MCRPC. The McMinn County Regional Planning Commission.

Mobile Home (Trailer). A detached single-family dwelling unit with any or all of the following characteristics:

- a. Designed for long-term occupancy, and containing sleeping accommodations, a flush toilet, a tub or shower bath and kitchen facilities, with plumbing and electrical connections provided for attachment to outside systems.

- b. Designed to be transported after fabrication on its own wheels, or on a flatbed or other trailers or detachable wheels.
- c. Arriving at the site where it is to be occupied as a complete dwelling including major appliances and furniture, and ready for occupancy except for minor and incidental unpacking and assembly operations, location on foundation supports, connection to utilities and the like.

Mobile Home Park. The term mobile home park shall mean any plot of ground under five (5) acres on which two (2) or more mobile homes, occupied for dwelling or sleeping purposes are located. The term mobile home park shall also mean any plot of ground of five (5) acres or more on which four (4) or more mobile homes, occupied for sleeping or dwelling purposes are located.

Mobile Home Space. The term shall mean a plot of ground within a mobile home park designated for the accommodation of one (1) mobile home.

Mobile Home Subdivision. A subdivision of land specifically created to accommodate mobile homes on individual lots which are sold in fee simple. Such subdivisions shall meet all of the requirements of the McMinn County Subdivision Regulations.

Permit (License). A permit is required for mobile home parks, single mobile homes and travel trailer parks. Fees charged for mobile home and travel trailer parks under the permit requirements are for inspection and the administration of this resolution.

Person. Includes any municipal or private corporation organized or existing under the laws of this or any other state.

Set-Up. The support system which is a combination of footings, piers, caps and shims that will, when properly installed, support the mobile home.

Skirting. An enclosure permanently constructed from weather resistant materials, similar in nature and design to the mobile home, which encloses the space directly beneath the mobile home.

Travel Trailer. Includes all transportable units which provide temporary occupancy, whether or not self-contained or self-propelled; and the term travel trailer includes those units identified by the manufacturer as travel trailers or recreational vehicles such as pickup truck campers, motor homes, converted buses, pop-top (tent) trailers, and other units which

- a. can operate independently of connections to external sewer, water, and electrical systems; and,
- b. contain water storage facilities.

Travel Trailer Park. An area of land where two (2) or more travel trailer spaces are located; and the term travel trailer park shall not normally include land put to a non-commercial use by the owner or the portion of the land which serves as the principal dwelling place of the owner.

ARTICLE 2

Application Requirements

Section 2.01 - Pre-Application Review. Whenever a mobile home park is proposed on land within the McMinn County planning region, the developer is urged to consult early and informally with the planning commission staff. The developer may submit sketch plans and data showing existing conditions within the site and in its vicinity and the proposed layout and development of the mobile home park. No fee shall be charged for the pre-application review and no formal application shall be required.

The purpose of the pre-application review is to afford the mobile home park developer an opportunity to avail himself of the advice and assistance of the planning commission staff in order to facilitate the subsequent preparation and approval of acceptable site plans.

Section 2.02 - Application for Mobile Home Park Permit and Planning Commission Approval. Following the optional pre-application review of a proposed mobile home park, the mobile home park developer, or his agent, shall apply for a Mobile Home Park permit from the McMinn County Planner. No mobile home park shall be established or maintained by any person unless such person holds a valid mobile home park permit, which will include approval of a site plan by the MCRPC.

Applications shall be in writing, signed by the applicant, and accompanied by the owner's certification and any other certification deemed necessary by the McMinn County Planner, as well as by a site plan of the proposed mobile home park.

The developer shall also notify the McMinn County Regional Planning Commission at least fifteen (15) calendar days prior to the next regular meeting of the planning commission of what it is he wishes to have on the AGENDA.

Then, at least fifteen (15) calendar days prior to the meeting he shall submit to the McMinn County Regional Planning Commission six (6) copies of the mobile home park site plan and supporting documents, if any. A copy of the meeting agenda shall be sent to the developer to serve as written notice that his site plan will be considered.

Section 2.03 - Permit Fees for Mobile Home Parks. The annual permit fee for mobile home parks shall be determined by the McMinn County Commission and listed in the McMinn County Schedule of fees.

***Current recommendation by the MCRPC is for no charge.**

Section 2.04 - Permit Fees for Travel Trailer Parks. The annual permit fee for travel trailer parks shall be determined by the McMinn County Commission and listed in the McMinn County Schedule of fees.

ARTICLE 3

Design Requirements

Section 3.01 - Site Requirements. Each mobile home park shall be located outside of flood hazard areas on a well-drained site and shall be situated so drainage will not endanger water supply. Each mobile home park shall be located on a single lot or on adjacent lots of the same ownership and planned so as to facilitate the efficient management and administration of such park.

Section 3.02 - Minimum Mobile Home Park Size. The tract of land designated to be used as a mobile home park shall conform to those same minimum lot area standards as established by the *McMinn County Subdivision Regulations*.

Section 3.03 - Size of Mobile Home Spaces. Each mobile home space shall be at least four thousand (4,000) square feet, including parking area, with a minimum width and length of forty (40) by one hundred (100) feet, respectively.

Each mobile home located in a mobile home park shall be situated such that there is at least:

1. Twenty (20) feet from the mobile home to any adjacent property line;
2. Thirty-five (35) feet from the mobile home to any public road right-of-way;
3. Ten (10) feet from the mobile home to any private roads or access drives within the mobile home park;
4. Fifteen (15) feet of clear and open space between the mobile home and any adjacent mobile home and its attachments, and between the mobile home and any other buildings.

Section 3.04 - Street Requirements. The minimum widths of various streets within a mobile home park shall comply with the following: (also see Article 3, Section 3.14).

1. One-Way12 feet
(with no on-street parking)
2. One-Way18 feet
(with parallel parking on one side only)
3. One-Way26 feet
(with parallel parking on both sides)
4. Two-Way20 feet
(with no on-street parking)
5. Two-Way20 feet
(with parallel parking on one side only)
6. Two-Way36 feet
(with parallel parking on both sides)

Section 3.041 - Street Access Requirements. The minimum access for a mobile home park shall comply with the following:

1. All mobile home and travel trailer parks should have access onto a public right of way. Where the connection is made with the public right of way should be a minimum of fifty (50') feet. This connection should be by either real property or public road. Connection by private road or easement does not qualify.

Section 3.05 - Street or Road Base. Same as Section 10.05 of the McMinn County Subdivision Regulations.

Section 3.06 - Surface Course. Same as Section 10.06 of the McMinn County Subdivision Regulations.

Section 3.07 - Parking and Buffer Area. Each mobile home park shall provide two (2) parking spaces per mobile home space. Each parking space shall be at least ten (10) feet by twenty (20) feet. They may be arranged side-by-side or end-to-end.

Each mobile home park shall have a "green strip" or "buffer strip" at least ten (10) feet wide along exterior boundaries of the park.

Section 3.08 - Water Supply. Water shall be piped directly to each mobile home space or site. The developer of a mobile home park shall attach to any public water supply located within one thousand (1,000) feet of the proposed mobile home park. If such a public water supply is available it shall be used exclusively.

No independent water supply shall be constructed without written approval of plans and specifications by the State of Tennessee. In cases where an independent system is approved, the water shall be from a supply properly located and protected. The water supply shall be adequate in quantity and quality in accordance with county and state health regulations. Samples of water for bacteriological examination shall be taken before the initial approval of the physical structure and thereafter at least every twelve (12) months.

When any repair or alteration of the said water supply system is made, the park operator shall notify the McMinn County Health Department for the purposes of re-sampling and testing of the water. If a positive sample is obtained, the owner or operator of the park shall be required to provide such treatment deemed necessary by the health officer in order to maintain a safe potable water supply. Water shall be furnished at the minimal capacity of two hundred (200) gallons per day per mobile home space (one hundred (100) gallons per day per travel trailer space).

Parks which have water available from a six (6) inch or larger water main shall install fire hydrants. Such hydrants shall be located no more than five hundred (500) feet from any mobile home or travel trailer space or lot or less if required by the utility district (also, see Article 3, Section 3.14).

Section 3.09 - Sewage Disposal. Each mobile home park shall provide an adequate sewage disposal system approved in writing by the health officer. Each mobile home space shall be equipped with at least a three (3) inch sewer connection trapped below the frost line and reaching at least four (4) inches above the surface of the ground. All trunk sewer lines shall be laid in trenches separated at least ten (10) feet horizontally from any drinking water supply line.

The developer of a mobile home park shall first attempt to dispose of sewage through a public sewerage system. If this attempt is not feasible, then a septic tank and subsurface soil absorption system may be used provided the soil characteristics are suitable and an adequate disposal area is available.

The following information is given for general information only, but in all cases the health department's current standards will apply. The minimum size of any septic tank to be installed under any conditions shall be not less than seven hundred fifty (750) gallons working capacity.

Such a tank shall accommodate no more than two (2) mobile homes. For each additional mobile home on such a single tank, a minimum additional liquid capacity of one hundred seventy-five (175) gallons shall be provided. The sewage from no more than twelve (12) mobile homes shall be disposed of in any one single tank installation.

The amount of effective soil absorption area or total bottom area of overflow trenches will depend on local soil conditions and shall be determined only on the basis of the percolation rate of the soil. The percolation rate shall be determined as outlined in Appendix A of the Tennessee Department of Public Health Bulletin entitled *Recommended Construction of Large Septic Tank Disposal Systems for Schools, Factories and Institutions*.

No mobile home shall be placed over a soil absorption field.

An officially approved package treatment plant may be used instead of a public sewerage or septic tank system.

Section 3.10 - Solid Waste Disposal. The storage, collection, and disposal of refuse within a mobile home park shall be so managed as to create no health hazards. All refuse shall be stored in flytight, watertight, and rodent-proof containers. Garbage and refuse shall be collected and disposed of no less than twice each week.

Section 3.11 - Required Recreation Area. A centrally-located recreation area for the use of all mobile home park residents shall be provided in all mobile home parks having more than ten (10) mobile home spaces. The recreation area shall contain a minimum of five hundred (500) square feet per mobile home space. Mobile home parks with ten (10) or less spaces shall have the option of providing a centrally located recreation area with a minimum of three thousand (3,000) square feet, or five hundred (500) square feet per unit if this is greater; or may incorporate the recreation area into each individual lot, in which case each individual mobile home space shall be five hundred (500) square feet more than the otherwise required minimum per individual space.

Such recreational land, when provided separately by the mobile home park, shall be maintained in an attractive manner and shall be well-drained and usable for recreation.

Section 3.12 - Utilities to Each Space. Each mobile home park shall contain utility connections for each mobile home space.

Section 3.13 - Skirting. The owner or operator of a mobile home park may require individual mobile homes within the park to be skirted.

Section 3.14 - Large Mobile Home Parks. In mobile home parks of over twenty-five (25) mobile home spaces, the following will be required:

1. Public water including fire hydrants as regulated in Section 3.08 or as required by the water utility district; and
2. Main collector roads installed and built to the minimum local road standards in the county's subdivision regulations when those 25 units must all be served by the same road.

Section 3.15 - Individual Mobile Homes. Although individual mobile homes to be located on a lot by themselves, are not regulated by this resolution, they shall meet the same standards as conventional residences, and comply with the *McMinn County Subdivision Regulations*

ARTICLE 4

Site Plan Requirements

The mobile home park site plan shall be clearly drawn at a scale not smaller than one hundred (100) feet to one (1) inch and shall contain:

- a. The name, address and phone number of the owner of the mobile home park and of the surveyor;
- b. Proposed name of the park;
- c. North point, graphic scale, and date of drawing;
- d. Vicinity map showing location and acreage of the mobile home park;
- e. Names of owners of adjoining land;
- f. Existing streets or roads, utilities, easements, and watercourses on and adjacent to the tract;
- g. Proposed design prepared according to the standards in this Resolution including streets, proposed street names, boundary lines or mobile home spaces with appropriate dimensions, easements, land to be surveyed or dedicated for public uses, and any other land to be used for purposes other than mobile home spaces;
- h. Provisions for water supply, sewerage, and drainage; and
- i. Local governmental agencies', utilities', and surveyor's certifications. Certificates, as shown, shall be provided on the site plan for the signatures of the local governmental review agencies and the developer's surveyor. Designated officials shall sign and date the appropriate lines to certify that the site plan meets their department specifications for adequate development.
- j. Certifications

Certification of Owner

“The owner of the land shown on this site plan, and whose name is subscribed thereto, in person or through a duly authorized agent, certifies that this site plan was made from an actual survey, that all state, city and county taxes or other assessments now due on this land have been paid.”

Date _____ Owner: _____(Name & Address)

Certification of Road Status (Owner)

“It is hereby certified that the road labeled on this site plan is private and not dedicated to the government of McMinn County. The government of McMinn County will not be expected to accept any responsibility for the maintenance of this private road.

Date _____ Owner: _____

Certification of Approval of Streets and Drainage System

“I hereby certify that the streets and drainage facilities shown on this site plan have been installed in an acceptable manner in accordance to required specifications. or that an adequate performance bond has been posted in the amount of \$_____.

Date_____ Registered Engineer_____

Certificate of Approval of Sewage Disposal

Approval is hereby granted for lots / spaces _____ defined as _____, McMinn County, Tennessee as being suitable for subsurface sewage disposal(SSD) with the listed or attached restrictions.

_____ Prior to any construction of a structure, mobile or permanent, the plans for the exact house/structure location must be approved and an SSD system permit issued by the Division of Ground Water Protection. Water taps, water lines, underground utilities and driveways should be located at the side property lines unless otherwise noted. Any cutting filling or alterations of the soil conditions may void this approval.”

Date_____ County Health Department_____

Certification of Approval of Water System

“I hereby certify that this (mobile home or travel trailer) park is served

A. By a private water supply meeting applicable regulations.

Date_____ County Health Department_____

OR

B. By public water system extensions designed and installed in accordance to applicable local and state regulations.”

Date_____ Local Water Utility_____

Certificate of Approval by Electric Power Utility.

I hereby certify that this site plan shows adequate easements for needed electric power lines.

Date _____

Local Power Utility

Certification of E-911 Approval

I hereby certify that I have reviewed this site plan and find that it conforms to the county's E-911 Requirements.

Date _____

McMinn County E-911 Representative

Certification of Approval of Final Site plan By Planning Commission

“All the requirements of approval having been fulfilled pursuant to the Mobile Home Park Regulations of McMinn County, Tennessee, this final site plan was given final approval by the McMinn County Regional Planning Commission effective (date) _____.

Date _____

Secretary, McMinn County Regional Planning Commission

The surveyor's statement shall read as follows:

Certification of Surveyor

"It is hereby certified that this site plan is true and correct and was prepared from an actual survey of the property by me or under my supervisions; and that all monuments shown hereon actually exist or are marked as 'future,' and their location, size, type, and materials are correctly shown; and that all surveying requirements of the McMinn County Mobile Home Park Regulations have been fully complied with."

Signature

Date & Seal:

The signature of the County Health Environmentalist is extremely important. He will inspect the mobile home park site for compliance with all applicable state regulations including those pertaining to water and sewer. He is also authorized to make rules and regulations to effectuate the purposes of this Resolution.

ARTICLE 5

Travel Trailer Parks

Travel trailer parks shall be encouraged to locate in attractive wooded areas which have easy access to all-weather roads and which are also located a short drive from complementary commercial facilities such as groceries, coin laundries, and service stations.

Section 5.01 - Requirements that are the same as for Mobile Home Parks. Many of the procedures and requirements for travel trailer parks are the same as for mobile home parks. The developer of a travel trailer park must follow the requirements of the following sections in Article 2 and 3 after changing the words mobile home or mobile home park to read travel trailer or travel trailer park:

- | | |
|-------------------------------|-----------------------------|
| 1) Preapplication review | (See Article 2, Sect. 2.1) |
| 2) Application | (See Article 2, Sect. 2.2) |
| 3) Permit Fee | (See Article 2, Sect. 2.4) |
| 4) Site Requirements | (See Article 3, Sect. 3.1) |
| 5) Parking & Buffer Area | (See Article 3, Sect. 3.7) |
| 6) Water Supply | (See Article 3, Sect. 3.8) |
| 7) Solid Waste Disposal | (See Article 3, Sect. 3.10) |
| 8) Large Travel Trailer Parks | (See Article 3, Sect. 3.14) |

Section 5.02 - Minimum Travel Trailer Park Size. The tract of land designated to be used as a travel trailer park shall conform to those same minimum lot area standards as established in the *McMinn County Subdivision Regulations*.

Section 5.03 - Size of Travel Trailer Spaces. Each travel trailer space shall be at least two thousand four hundred (2,400) square feet, including parking space, with a minimum width and length of thirty (30) by eighty (80) feet, respectively.

Each travel trailer parking space in a travel trailer park shall be situated such that there is at least fifteen (15) feet from the edge of one travel trailer space to the edge of the next.

Section 5.04 - Street Requirements. A loop or other system of internal private roads shall be built so that all travel trailer spaces take their access from such internal roads rather than directly from a public road. The use of pull-through spaces shall be allowed if the owner wants this arrangement.

The minimum widths of various streets or roads within a travel trailer park shall comply with the following:

1. One-way street10 feet wide;
(with no on-street parking)
2. Two-way street.....16 feet wide;
(with no on-street parking)
3. Parallel parking 8 ft. of add'l width;
(on one side)
4. Parallel parking 16 ft. of add'l width.
(on two sides)

Section 5.05 - Sewage Disposal. Each travel trailer park shall provide an adequate sewage disposal system approved in writing by the health officer. Each travel trailer space designed to accommodate travel trailers requiring external connections to the sewage disposal system shall have such connections approved by the health officer. A collection and disposal system for liquid waste shall also be provided within the park for those travel trailers having self-contained

waste systems. The liquid disposal and collection system shall meet all health department requirements.

The developer of a travel trailer park shall first attempt to dispose of sewage through a public sewerage system. If this attempt is not feasible, then a septic tank and subsurface soil absorption system may be used provided the soil characteristics are suitable and an adequate disposal area is available.

No travel trailer shall be placed over a soil absorption field.

An officially-approved treatment plant may be used instead of a public sewerage or septic tank system.

ARTICLE 6

Administration and Enforcement

Section 6.01 - Highest Standard Applies. Should provisions of this Resolution be found to be in conflict with provisions of any other county resolution or state law, the provisions establishing a higher standard shall prevail.

Section 6.02 - Enforcement. It shall be the duty of the McMinn County Planner to enforce the provisions of this resolution, with any necessary assistance from County, State, or Federal Agencies.

Section 6.03 - McMinn County Regional Planning Commission to Hear Appeals. The applicability of this Resolution or the validity or applicability of a regulation promulgated pursuant to this Resolution, may be determined in a hearing before the McMinn County Regional Planning Commission. The planning commission shall grant a hearing to aggrieved persons upon request. The complainant shall file a written petition. The planning commission shall hold a hearing on the appeal within sixty (60) days of receipt of petition. The complainant and all other interested parties shall be given notice of the time and place of the hearing.

The complainant may appeal such decision of the planning commission to the county legislative body of McMinn County. Such an appeal shall be in writing. After an appeal to the county legislative body, the complainant may seek judicial review.

Section 6.04 - Variance Process. Variance from the requirements of these regulations shall only be based upon hardship created through lot conditions necessitating such when the intent of these regulations shall not be changed. Variance shall be through the approval of the site plan by a two-thirds vote of the quorum present. Such variance and the reason as to why granted shall be noted in the minutes of the planning commission.

Section 6.05 - Violations. Violations of this Resolution or the regulations promulgated hereunder shall be punishable by a fine of not less than twenty-five (25) nor more than fifty (50) dollars for each offense. Each day a violation is continued shall constitute a separate offense. Prior to the levy of a fine, written notice shall be given to the offender specifying in what manner he has violated this Resolution. This notice shall specify the manner and Resolutions necessary to correct conditions in violation.

Section 6.06 - Existing Mobile Home Parks (Grandfather Clause). Any mobile home park or travel trailer park permitted pursuant to the provisions of the McMinn County Mobile Home Resolution adopted on September 11, 1971 may be continued even though such use does not entirely conform with the provisions of this Resolution provided they do not violate public health regulations and provided, however, that this Resolution will govern:

1. Mobile home parks or travel trailer parks re-established after a discontinuance for more than one (1) year;
2. The extension or enlargement of any mobile home park or travel trailer park in existence prior to the adoption of this Resolution; and
3. Mobile home parks or travel trailer parks rebuilt, altered, or repaired after the effective date of this Resolution due to damage or destruction of more than one-half (1/2) of the park's total capacity.

Section 6.07 - Amendment. Any member of the county commission may introduce such amendment, or any official, board or any other person may present a petition to the county commission requesting an amendment or amendments to this Resolution. All changes and amendments shall be effective only after a thirty-day (30) official notice and public hearing. No such amendment shall become effective unless it is first submitted to the planning commission for approval. If such amendment is disapproved by the planning commission, it shall receive the favorable vote of a majority of the entire membership of the McMinn County Commission.

Section 6.08 - Severability. If any provision of this Resolution or its application to any person or circumstances is held invalid, this shall not affect other provisions or applications of the Resolution which are independent of the invalid provision or application, and to that end the various provisions of this Resolution are severable.

Section 6.09 - Approval by County Commission Necessary. This Resolution shall have no effect unless it is approved by a majority vote of the McMinn County Commission. Its approval or non-approval shall be proclaimed by the presiding officer of the McMinn County Commission.

NOW THEREFORE, BE IT FURTHER RESOLVED that this County Resolution shall become effective as county law upon being approved by the McMinn County Commission as provided in Section 6.09 above.

<p style="text-align: center;">APPROVED BY MCMINN COUNTY REGIONAL PLANNING COMMISSION</p>	<p style="text-align: center;">DATE</p>
<p style="text-align: center;">APPROVED BY MCMINN COUNTY COMMISSION</p>	<p style="text-align: center;">DATE</p>
<p style="text-align: center;">ATTEST COUNTY CLERK</p>	<p style="text-align: center;">DATE</p>

MOBILE HOME PARK REGULATIONS
FOR
MCMINN COUNTY, TENNESSEE

JANUARY 2004

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