



Community Planning & Economic Development

Building Development Center
 3000 Pacific Ave SE, Suite 100, Olympia, WA 98501
 (360)786-5490 / (360)754-2939 (Fax)
 TTY/TDD Line 711 or 1-800- 833-6388

**Supplemental Application
 MANUFACTURED HOME PLACEMENT PERMIT**

Staff Use Only LABEL	Date Stamp Intake By
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APPLICATION SUBMITTAL REQUIREMENTS	
<input type="checkbox"/>	Master Application
<input type="checkbox"/>	Site Plan Meeting Site Plan Submittal Requirements
<input type="checkbox"/>	Satisfactory Septic Pumper Report within past three years (if connecting to an existing septic system)
<input type="checkbox"/>	Well Mandate Form, if applicable.
<input type="checkbox"/>	Application Fee

REQUIRED PRIOR TO PERMIT ISSUANCE	
<input type="checkbox"/>	Assessor's Office Mobile Home Data Sheet
<input type="checkbox"/>	Certificate of Water Availability, if applicable
<input type="checkbox"/>	Copy of Well Affidavit Recorded with Thurston County Auditor's Office, if applicable
The items listed above will be provided at the time of application.	

SCOPE OF WORK		
<input type="checkbox"/> SINGLE FAMILY RESIDENCE	<input type="checkbox"/> FAMILY MEMBER UNIT	<input type="checkbox"/> ACCESSORY DWELLING UNIT
<input type="checkbox"/> RENEWAL <input type="checkbox"/> MOBILE HOME PARK – Park Name _____ Space # _____		

MANUFACTURED HOME INFORMATION (required prior to permit issuance)	
Manufactured Home Tax No. _____	Diminsions _____ X _____
Year _____ Make _____	Model _____ No. Bedrooms _____
Serial Number _____	

INSTALLER INFORMATION (required prior to permit issuance)	EMAIL
Name _____	Company _____
WAINS License No. _____	Expiration Date _____
Address _____	City _____ State _____ Zip Code _____
Phone () _____	Cell Phone() _____

The Manufactured Home Placement Permit must be issued within twelve months from the date of submittal or the application will expire.

Site Plan Submittal Requirements

Use this checklist to ensure the site plan contains all applicable information. Site plans not meeting the submittal requirements will not be accepted.

- **Site plan shall be legible and drawn to a standard engineer scale (example: 1" = 30' or 1" = 100') on 11 X 17 sheet or smaller sheet.**
- **All applicable items noted below shall be addressed on the site plan.**

Applicant		Staff
<input type="checkbox"/>	All property boundaries and dimensions	<input type="checkbox"/>
<input type="checkbox"/>	North arrow, site address, tax parcel number and map scale used	<input type="checkbox"/>
<input type="checkbox"/>	Size of property	<input type="checkbox"/>
<input type="checkbox"/>	All existing and proposed structures (please identify structure type: manufactured home, barn, shop, shed, etc.) If replacing a home, the footprint of the existing home shall be depicted in a dashed or dotted format.	<input type="checkbox"/>
<input type="checkbox"/>	Existing and proposed driveway locations and easements	<input type="checkbox"/>
<input type="checkbox"/>	Location of all existing and proposed utilities such as septic tanks, drainfields, drainfield reserve areas, sewer lines, water lines, wells, and springs	<input type="checkbox"/>
<input type="checkbox"/>	All known critical areas and buffers (example: wetlands, streams, steep slopes, flood plain, high groundwater)	<input type="checkbox"/>
<input type="checkbox"/>	Topographic information for entire property. Contour information may be provided on a separate sheet and the information may be obtained from Thurston County Geodata Mapping based on available County 2 foot contour maps. A note shall be made on the site plan if the parcel is flat.	<input type="checkbox"/>
<input type="checkbox"/>	Areas to be cleared, graded, filled, excavated or otherwise disturbed	<input type="checkbox"/>
<input type="checkbox"/>	Impervious surface calculations. Use the attached impervious surface worksheet to assist you with your calculations. Submit the worksheet at the time of application or show calculations on the site plan. Additional calculations may be requested for shoreline properties. (Calculations not required for placement within a mobile home park)	<input type="checkbox"/>
<input type="checkbox"/>	Vicinity sketch showing property location in relation to major roads and highways	<input type="checkbox"/>
Storm Water Drainage Plan – The site plan shall demonstrate how storm water will be managed. The following shall be noted on the site plan.		<input type="checkbox"/>
<input type="checkbox"/> Location and type of storm water drainage facility proposed for the project (Example: gutters with down spouts, splash blocks, drywell, infiltration trench, etc.)		
<input type="checkbox"/> Location and type of erosion/sediment control (Example: silt fence, straw waddles, etc.)		

Applicant	Mobile Home Park - Site Plan Submittal Requirements	Staff
<input type="checkbox"/>	Site plan shall depict all applicable items noted above	<input type="checkbox"/>
<input type="checkbox"/>	Depict space configuration and dimensions for space to be occupied	<input type="checkbox"/>
<input type="checkbox"/>	Depict space configuration and existing structures on adjacent spaces	<input type="checkbox"/>
<input type="checkbox"/>	Identify space numbers for subject space and adjacent spaces	<input type="checkbox"/>
<input type="checkbox"/>	Location of all existing structures (sheds, homes, carports)	<input type="checkbox"/>
<input type="checkbox"/>	Location of proposed manufactured home	<input type="checkbox"/>
<input type="checkbox"/>	Identify setback distances from proposed manufactured home to existing manufactured homes. A minimum 10-foot setback shall be maintained between structures.	<input type="checkbox"/>
<input type="checkbox"/>	Septic tank and drainfield locations for subject space and adjacent spaces	<input type="checkbox"/>
<input type="checkbox"/>	Driveway location for subject space and adjacent spaces	<input type="checkbox"/>