



Permit # \_\_\_\_\_

### MOBILE HOME PERMIT

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Home Description: \_\_\_\_\_

HUD LABEL: \_\_\_\_\_ MFG Year: \_\_\_\_\_

SERIAL NUMBER: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

SIZE: \_\_\_\_\_

PICTURES ATTACHED: Y \_\_\_\_\_ N \_\_\_\_\_

Contact Person (if not the Owner) \_\_\_\_\_

Address Where Mobile Home to be Placed: \_\_\_\_\_

#### Please Read Carefully!!!

This permit becomes null and void after 180 days if mobile home is not moved to its permitted location.

I hereby certify that I have read and examined this application and its attachments and know the same to be true and correct. All provisions of laws and ordinances governing this application will be complied with whether specified or not. The granting of a permit

does not presume to give authority to violate or cancel the provisions of any other state or local law.

**\*\*\*\*\*PERMIT FEE\*\*\*\*\***

**Payment of this fee is non-refundable. This is a processing fee for the application process by the City.**

**The fee is \$.20 per foot with a minimum fee of \$50.00**

\_\_\_\_\_ square feet x \$.20 = \$ \_\_\_\_\_

**Inspection Fee:** \$ \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Paid by:** \_\_\_\_\_ CASH \_\_\_\_\_ CHECK \_\_\_\_\_ ACH

**Date Paid:** \_\_\_\_\_

**APPROVED by Hawkins City Council on \_\_\_\_\_ day of \_\_\_\_\_ 2023.**

\_\_\_\_\_  
**Mayor**

\_\_\_\_\_  
**City Secretary**

## Section 151.73 HUD-CODE MANUFACTURED HOME OUTSIDE A MOBILE HOME PARK

All HUD-Code manufactured homes outside of a mobile home park after February 21, 2000 shall be set up in the designated sites shown on the city map. Exception: A HUD-Code manufactured home may be placed on a lot outside the designated area upon the approval of the joining residents, property owners and City Council.

(Ord. -, passed 4-20-1998, Am. Order -, passed 2-21-2000)

### Rules and Guidelines for Mobile Home Permits

The installation of HUD-Code manufactured mobile home may be placed in a grand-fathered mobile home park or a HUD-Code manufactured mobile home park. This provision is prospective and shall not apply to any mobile homes used and occupied as residential dwelling in the city before April 20, 1998.

New Mobile homes in non HUD approved mobile parks are NOT allowed within the City of Hawkins, Texas.

Anyone requesting a variance to the above policy must provide all the following documents prior to being considered of a City Council variance. Single resident units not inside a grandfathered mobile home park or a HUD-Code manufactured mobile home may be placed inside the city limits under the following conditions:

1. Request approval from the City Council;
2. Submit a picture of the HUD-Code manufactured home (3 copies);
3. Submit a diagram showing the exact location of the unit and the gravel or paved road leading to the unit. (Attach 3 copies of site plan, at a minimum scale of 1"=200' for sites of 30 acres or more and at a minimum scale of 1" = 200' for sites under 30 acres.
4. Must be a HUD-Code manufactured mobile home, with required tie down equipment. New units will be the responsibility of the mover or seller per State law. The owner of a used HUD-Code mobile home must provide the tie downs that are applicable per State law and arrange for their installation. A State licensed installer is not required to perform this installation.
5. Must have coordinated skirting around the HUD-Code manufactured mobile home
6. The Mobile Home must be connected to City utilities, which is water and sewer services. Sewer service is essential to dispose of all human waste. No composting toilets will be permitted.
7. A HUD-Code manufactured home may be placed on a lot outside the designated area upon the approval of ALL the joining residents, and property owners within 100 feet of the proposed lot location.
8. Obtain a permit after the approval of the City Council.

This list of requirements is being provided by the City of Hawkins to ensure that the review and approval or denial is completed in an expediated manner. Once all the above items are completed by the person or persons seeking the variance, the item will be added to the next City Council meeting agenda for consideration.

## **Rules & Guidelines for Mobile Home Variance requests**

The installation of HUD-Code manufactured mobile home may be placed in a grandfathered mobile home park or a HUD-Code manufactured mobile home park. This provision is prospective and shall not apply to any mobile homes used and occupied as residential dwelling in the city before April 20, 1998.

New Mobil homes in non HUD approved mobile home parks are NOT allowed within the City of Hawkins Texas. Per Section 151.73 of City of Hawkins Ordances.

Anyone requesting a variance to the above policy must provide all the following documents prior to being considered for a City Council variance. Single resident units not inside a grandfathered mobile home park or a HUD-Code manufactured mobile home may be placed inside the city limits under the following conditions:

1. Request approval from the City Council.
2. Submit a picture of the HUD-Code manufactured mobile home; (3 copies)
3. Submit a diagram showing the exact location of the unit and gravel road or paved road leading to the unit. To this application shall be attached 3 copies of a site plan, at a minimum scale of 1" - 200' for sites of 30 acres or more, and at a minimum scale of 1" - 100' for site under 30 acres.
4. Must be a HUD-Code manufactured mobile home, with required tie down equipment and footings. New units will be the responsibility of the mover or seller per State law. The owner of a used HUD-Code mobile home must provide the tie downs that are applicable per State law and arrange for their instillation as well as footings. A State licensed installer is not required to perform this instillation.
5. Must have coordinated skirting around the HUD-Code manufactured mobile home.
6. The Mobile Home must be connected to City utilities, which is water and sewer services. Sewer service is essential to dispose of all human waste. No composting toilets will be permitted.
7. A HUD Code manufactured home may be placed on a lot outside the designated area upon the approval of All the joining residents, and property owners within 100 feet of the proposed lot location.
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