

CITY OF GREAT BEND, KANSAS
APPLICATION FOR MOBILE HOME LICENSE

DATE \_\_\_\_\_
APPLICATION FEE: \$20.00

- Individual Mobile Home Site
Mobile Home Park

I hereby make application for a mobile home license in accordance with the following:

1. Person or firm making application:

Name \_\_\_\_\_

Address \_\_\_\_\_

2. Legal description of property:

\_\_\_\_\_
\_\_\_\_\_

3. Record owner of property:

Name \_\_\_\_\_

Address \_\_\_\_\_

4. Sewage Disposal:

- City Sewer Private Sewage Disposal (submit diagram)

5. Water Supply:

- City Water Private Well

6. Fuel Supply:

- City Gas \_\_\_\_\_

7. Electric Supply:

- City Electricity \_\_\_\_\_

8. Refuse Disposal:

- Collection by licensed trash hauler
# of trash containers \_\_\_\_\_

\*\*\*\*\*

AFFADAVIT OF RECORD OWNER OF PROPERTY

I hereby certify that I am the record owner of the property described in this application and I have authorized \_\_\_\_\_, the applicant herein, to establish a (mobile home park) (individual mobile home) on the property described.

NOTE: Attach copy of lease or agreement.

\_\_\_\_\_
Record owner of property

\*\*\*\*\*

9. Submit the following information for individual mobile homes only: \*\*

- a. Mobile Home Make \_\_\_\_\_
- b. Model \_\_\_\_\_
- c. Year Manufactured \_\_\_\_\_
- d. Serial Number \_\_\_\_\_
- e. Dimensions of Mobile Home \_\_\_\_\_
- f. Color(s) \_\_\_\_\_

\*\*NOTE: This application and application fee is for the abovementioned mobile home only on the location being applied for in this application. If the mobile home is moved to a new site, or if a different mobile home is placed at this same location, a new application and application fee will be necessary.

10. Diagram the proposed location of mobile home showing the following:

INDIVIDUAL MOBILE HOME

- a. Dimensions of Property.
- b. Location of Mobile Home and other structures on the property.
- c. Distance between mobile home and property lines; and mobile home and Other structures on the lot.
- d. Distance between mobile home and mobile homes on adjacent lots.

MOBILE HOME PARK

- a. Dimensions of mobile home park and of each lot to be located therein showing mobile home and accessory structures.
- b. Parking area.
- c. Refuse disposal location.

I hereby certify I will operate the above mobile home in strict accordance with the Ordinances of the City of Great Bend, Kansas. I have been notified that skirting is required to be completed within thirty (30) days after placing the mobile home.

\_\_\_\_\_  
Applicant Signature

\*\*\*\*\*

- OFFICE USE ONLY -

DATE APPROVED: \_\_\_\_\_

BUILDING INSPECTOR: \_\_\_\_\_

\*\*\*\*\*

(NEW MOBILE HOME PARKS ONLY)

Date approved by the Governing Body: \_\_\_\_\_

Date license issued: \_\_\_\_\_

No. of units: \_\_\_\_\_

Units @ \$20.00 each = \$ \_\_\_\_\_

## MOBILE HOME INSTALLATIONS

The following information is provided to assist you in the mobile home process. This information is not all inclusive and does not relieve anyone of the necessity of meeting any and all City codes and/or City ordinances. Every location will not need everything discussed herein. Some may need more. Each location will be different for several reasons. A lot may have no utilities or may have existing utilities that are inadequate. Every time a mobile home is removed from a lot, the lot is treated as a vacant lot and, therefore, new permits, fees, and applications are required for the mobile home paperwork. It is the property owner's responsibility to see that the necessary paperwork, fees, and permits are obtained by the licensed contractors or by the home owner as required by City ordinance.

Prior to setting the mobile home the owner shall provide 1) proof of ownership of the land, 2) \$20.00 mobile home application filing fee, and 3) completed mobile home application.

Other permits and fees include, but are not limited to, the following:

- A. Air conditioners – require a permit. Permits are based on cost of materials and labor.
- B. Sheds, decks, porches, carports, garages – a plot plan and a permit are required. The permits are based on square footage.
- C. Electrical\*\* - any wiring that is added or moved requires a permit. Permits are based on actual size of service, number of generals, number of specials, etc.
- D. Plumbing and Gas\*\* - any plumbing and/or gas that is added or moved requires a permit. All mobile homes must have a gas permit and gas pressure test when moved. The City does not pressure the system; they inspect the system after the gauge is in place and has met pressure requirements. The gas company will not provide gas service until the system is pressured, inspected and the tie downs have been installed. The City requires that mobile homes be skirted and tied down within thirty (30) days as specified in Chapter 20 of the City Code of Ordinances.

Replacement of water heaters requires a permit. Please note not all water heaters are approved for mobile home use. Plumbing and gas permits are based on actual number of plumbing fixtures, gas fixtures, service lines, etc. installed. If there is an existing gas line, KPL may require a City okay prior to connection. If an okay is required, the City will require a permit and a pressure test be made prior to calling for inspection. Permit shall be based on work to be performed.

- E. Sewer Tap Fee – new sewer lines attached to the main line are subject to a connection fee based on whether the site is or is not located in a benefit district as determined by the City Engineer's Office. Application to make a new sewer connection must be made by the land owner before the plumbing permit is issued. (\$200 if in a benefit district, \$1,000 if NOT in a benefit district.)

Connection fee does not include plumbing permit to install sewer line from wye to structure. Upon connection a monthly sewer utility bill will commence based on water usage for December, January and February.

- F. Heating\*\* - the addition or replacement of heating\* equipment requires a permit. Permit is based on the cost of materials and labor.

Mobile homes must be placed in an R-4 zone. Mobile homes may NOT be used as anything other than a dwelling, except as follows:

- a. May be used as a sales office for mobile home sales lots only. (See Chapter 20, City Code of Ordinances.)
- b. May be used for the purpose of a night watchman as specified under the M-2 and M-3 zoning usages in the City Code of Ordinances.

\*\* All plumbing and gas piping, as well as mechanical and electrical work MUST be performed by a licensed contractor who shall obtain the necessary permits. However, a homeowner may take out the permit if they own the structure, own the land, occupy the structure and are performing the work.