



# Anson County Planning Department

## Manufactured Home Park Procedures Manufactured Home Park Application

### PROCEDURES

#### Pre-Filing Conference

A pre-filing conference is recommended for anyone planning to file an application. This informal meeting allows staff to provide guidance in identifying the most appropriate zoning district for the proposed use. This should be scheduled in the weeks prior to the submission deadline.

#### Filing

Filing for a manufactured home park requires:

- ❖ A complete and signed application form;
- ❖ Application Fee;
- ❖ Five ( 5 ) copies of the proposed plan and a legal description of the property, if required; and
- ❖ Statements from utility companies and/or from the Health Department if septic tanks are required.

These items must be submitted by noon on the submittal deadline date listed below. Failure to submit the required items on time may delay the processing of the application and scheduling of the public hearing. It is recommended that the application be hand delivered to the Planning Department.

#### **2007 Planning Board Schedule**

<b>Application Submittal Deadline</b>	<b>Planning Board Meeting</b>
July 10	August 2
August 14	September 6
September 11	October 4
October 9	November 1
November 13	December 6
December 11	January 3
January 15	February 7
February 12	March 6
March 11	April 3
April 8	May 1
May 13	June 5
June 10	July 10

#### Review Process

Each application will be heard before the Planning Board on the scheduled night at **6:00 p.m.** The Planning Board will hold a public hearing, review the application and make a recommendation to the Board of County Commissioners. **(The Clerk to the Board of County Commissioners will provide the date and time of the hearing.)**

#### Notice

Notification of a public hearing is required under state law. This consists of :

- ❖ Notice by posting of a sign on the subject property approximately twelve (12) days prior to the public hearing.
- ❖ Notice by newspaper advertisement in the Legal Section of the *Anson County Record*. The ad is published twice – approximately twelve (12) days and seven (7) days prior to the meeting.
- ❖ Notice by first class mail, to all adjoining and contiguous property owners approximately twelve (12) days before the meeting.

#### Withdrawals

A request to withdraw must be made in writing, signed by the applicant and submitted to planning staff. If the withdrawal is submitted prior to any public notification, a refund may be made and attendance at the meeting is not required.

If public notification has already been made, a withdrawal may only be granted by the Planning Board. Attendance at the meeting is required, and the applicant is not eligible for a refund.

#### Continuances

A continuance of a request may only be granted by the Planning Board. Attendance at the meeting is required. If granted, the Planning Board will set a new date for the public hearing. The Planning



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Board may only continue a request for a total of sixty (60) days.

### Meeting Format

The applicant or his/her representative must be present for the public hearing. The Planning Board meetings are held in the EOC Conference Room, 107 E. Ashe Street, Wadesboro.

During the public hearing, the applicant, his/her representative, or anyone in favor may address the Planning Board. Next, anyone wishing to speak on the request may address the Planning Board. Finally, a rebuttal period and a question and answer period from the Planning Board will follow.

Any maps, photographs, diagrams and other presentation materials may be incorporated into the public hearing presentation. Any materials presented to the Planning Board must remain with the case file.

### Outcomes

A majority favorable vote constitutes a favorable recommendation of the request from the Planning Board to the Board of County Commissioners. A request receiving less than a majority favorable vote or an unfavorable vote to deny constitutes a negative recommendation from the Planning Board to the Board of County Commissioners.

### Appeals

Appeals of final decisions by the Board of County Commissioners may be appealed by anyone to Superior Court within thirty (30) days of the decisions.

### Zoning Sketch Plan:

Name of Park	Name of Surveyor
Boundaries	Utility Easements
Easements	Vicinity Map
Drawing to Scale	Driveways

Date & Scale	Sewer Lines
Streets	Water Courses
Storm Drainage	Land Contours
North Arrow	Water Lines
Recreation Area	Vicinity Map
Name & Address of Owner	
Space Size & Dimensions	
Adjoining Property Owner	



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Date Submitted: \_\_\_\_\_ Fee: **\$200.00** Case Number: \_\_\_\_\_

**Provide the required information as indicated below.** This application will not be processed until the application fees are paid; the form below is completed and signed; and all required maps, plans and documents have been submitted to the satisfaction of the Clerk to the Planning Board. Additional sheets for tax references and signature blocks are available upon request.

**Applicant:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

The property is located at \_\_\_\_\_

\_\_\_\_\_

in \_\_\_\_\_ township, being a total of \_\_\_\_\_ acres.

**Current zoning:** \_\_\_\_\_

**Land use of adjacent property:**

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_



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Property Tax ID# \_\_\_\_\_

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Property Tax ID# \_\_\_\_\_

Name of Park: \_\_\_\_\_

Total Number of Spaces in Park: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

*I hereby agree to conform to all applicable laws of Anson County and the State of North Carolina and certify that the information provided is complete and accurate to the best of my knowledge. I acknowledge that by filing this application, representative from the Anson County Planning Department may enter the subject property for the purpose of investigation and analysis of this request.*

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

\_\_\_\_\_  
Representative Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Phone Number

