



# MANUFACTURED HOME PARK PERMIT APPLICATION

Community Development ~ Building Division  
333 Broadalbin ST SW / Albany, OR 97321  
(541) 917-7553  
[cd.customerservice@cityofalbany.net](mailto:cd.customerservice@cityofalbany.net)

Permits may be obtained online

at: [www.cityofalbany.net/cd/forms](http://www.cityofalbany.net/cd/forms)

### Job Site Information & Location: (Where the work is taking place)

Job Site Address: \_\_\_\_\_

(If applicable) Park \_\_\_\_\_

(If applicable) Lot #'s affected: \_\_\_\_\_

### Property Owner:

Owner Name (First, Last): \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

### Applicant / Contact Information: (Permit owner)

Name of Applicant: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Contractor Information:

Name of Contractor: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Oregon CCB # \_\_\_\_\_

### Project Description:

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

I hereby certify I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

### CATEGORY OF CONSTRUCTION TYPE OF WORK

Create New Park

Add Lots

### REQUIRED DATA

# of Lots: \_\_\_\_\_

Acreage: \_\_\_\_\_

Valuation (if known): \_\_\_\_\_

Paved Streets?  Yes  No

Electrical Service?  Yes  No

Water Service?  Yes  No

Sewer Service?  Yes  No

Class \_\_\_\_\_

- "Class A" parks contain paved streets, curbs and sidewalks.
- "Class B" parks contain paved streets, no curbs and no sidewalks.
- "Class C" parks contain no paved streets, no curbs but have sidewalks on one side of each street.
- When a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.

The Area Development Permit does not include permits or related fees for buildings, manufactured dwelling installations, accessory buildings or structures; mechanical, plumbing or electrical systems; boiler, or elevators, or permits required by other agencies. OAR Chapter 19, Division 600

### PLAN SUBMITTAL REQUIREMENTS:

With each application for a plan review the applicant shall:

- Submit 5 sets of paper construction plans and specifications. **OR**
- Make available electronically 1 set of construction plans and specifications to be used for electronic plan review.
- Plans and specifications shall be drawn to scale, of sufficient clarity to indicate the nature and extent of the work proposed and to show in detail that the construction will conform to all relevant laws, rules and regulations of the State of Oregon pertaining to recreation parks and organizational camps.

### NOTICE:

PERMITS BECOME VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 180 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.