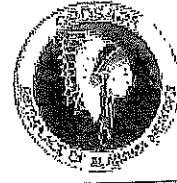


Mobile Home Installation Checklist

- ☐ One (1) copy of plot plan (survey) stamped by an Alabama registered land surveyor. The plan must detail the proposed structure (and its dimensions) and any existing structure(s) with reference to property lines and easements and show all setbacks. Must be drawn to scale.
- ☐ Proof of ownership of the property's controlling interest.
- ☐ Installer's current business with the Town of Coosada.
- ☐ Septic permit from Elmore County Health Department if on-site sewage disposal is required. Contact – 334-567-1171. If sewer, a sewer hookup application must be completed prior to obtaining a permit.
- ☐ A **completed** Mobile Home Permit Application.
- ☐ Decks, stairs and railings must be to code and installed for a Certificate of Occupancy to be issued. Also, all skirting must be in place. All tradesman listed on the Installation Permit must be licensed and pull a permit for the job. Each job will be inspected.
- ☐ Check made payable to the "Town of Coosada" or cash for permit fees.

TOWN OF COOSADA
APPLICATION FOR MANUFACTURED HOME INSTALLATION PERMIT

5800 Coosada Road
Coosada, AL 36020
(334) 285-3700
www.townofcoosada.com



ADDRESS OF PROPOSED APPLICATION: _____

LEGAL DESCRIPTION (If Available):

Lot _____ Block _____ Plat _____

HOME SIZE: Ft. Length _____ Ft. Width _____

APPLICANT

Name _____ Phone _____
Address _____ Email _____

INSTALLER (Must be on current State of Alabama certified installers list.)

Name _____ Company _____
Address _____ Phone _____
_____ Email _____

PLUMBING/GAS

Name _____ Company _____
Address _____ Phone _____
_____ Email _____

HVAC

Name _____ Company _____
Address _____ Phone _____
_____ Email _____

ELECTRICAL

Name _____ Company _____
Address _____ Phone _____
_____ Email _____

CERTIFICATIONS:

I hereby certify, under the penalty of perjury, that the above information is true and correct. All provisions of the Town Zoning Ordinance, plat restrictions, and any other state or local laws covering the placement of manufactured homes will be complied with, whether or not specified herein.

Applicant hereby indemnifies and shall hold harmless the Town of Coosada against any and all claims resulting from the installation of the home. The applicant also hereby authorizes representatives of the Town of Coosada to enter the referenced property for inspection purposes.

Signature: _____ Date: _____

APPROVALS (For Office Use Only):

Zone _____
Board of Adjustments _____
Plat Sheet _____
Permit No. _____
Permit Cost _____

Approved: _____

Building Official Signature

Date: _____

AUTHORIZATION TO ACT AS APPLICANT

TOWN OF COOSADA
P.O. Box 96, Coosada, AL 36020
(334) 285-3700 / FAX (334) 285-3740

I, _____, being owner of the property which is the subject of this
(Print Name)
application hereby authorize _____, to act as my representative with
the Town of Coosada's (Planning Commission, and/or BZA, and/or City Council), as required by the
type of request listed on the attached application form.

Property Owner's Signature: _____ Date: _____

STATE OF ALABAMA

COUNTY OF ELMORE

I, _____, a Notary Public in and for said County and State, hereby
certify that _____, whose name is signed to the foregoing document, and
who is known to me or acknowledged before me on this day, that being informed of the contents of
said document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this _____ day of _____, _____

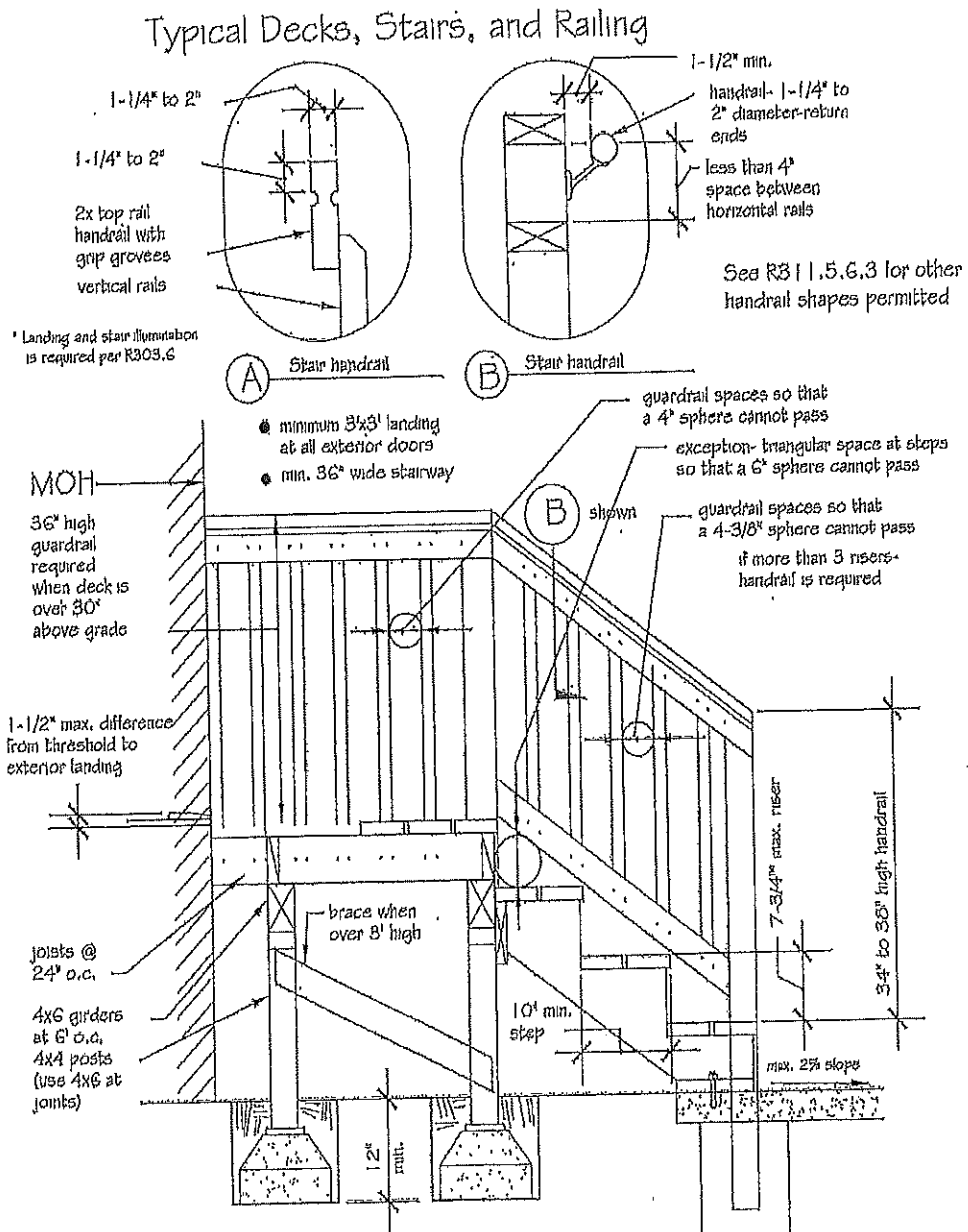
Notary Public

My Commission Expires: _____

AAA

Revised 06/13

Typical decks, stairs, and railing



All exterior decks exposed to the weather must utilize decay-resistant wood such as heartwood of redwood, black locust, cedars or pressure-treated wood in accordance with International Residential Code Section R319.1.

RESOLUTION 07-531
REVISION OF 05-501

RESOLUTION ESTABLISHING FEES FOR SUBDIVISION, SITE PLAN;
CONDITIONAL USE, REZONING, VARIANCE, APPEAL AND CERTIFIED LETTER
NOTIFICATION FOR PROPERTY LOCATED INSIDE/OUTSIDE TOWN LIMITS OF
COOSADA, ALABAMA.

WHEREAS, it has been determined that certain reasonable fees should be collected in
connection with each application requesting approval from Planning Commission and Board of
Adjustments.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

The Town Council of the Town of Coosada, hereby adopts the following fees in
association with any application requiring certain actions requested by each applicant
concerning zoning and subdivision regulations:

Preliminary Plat:	\$50 application fee, plus \$10 per subdivision lot including all remnant parcels. Additionally, all fees for Engineering Services and the cost of notification to adjoining property owners by certified mail shall be charged to the applicant.
Final Plat:	\$50 + \$10 each lot within town limits. \$100 police jurisdiction only.
Administrative Subdivision:	\$25
Copy of Subdivision Regulations:	\$15
Site Plan Approval	\$50
* Conditional Use	\$35 *
Rezoning	\$50 + \$5.00 Each Adjoining Property Owner (APO)
Variance	\$50 + APO
Appeal	\$75.00 + APO

D. Site-orientation. Manufactured homes and mobile homes shall be placed on lots in a manner compatible with and reasonably similar in orientation to other structures in the area.

E. Towing device. All towing devices, wheels, axles and hitches must be removed.

F. Utilities. The home must be connected to water and sewage systems (including well and septic tank, if applicable) approved by the Alabama Department of Public Health or the Alabama Department of Environmental Management.

G. Underpinning. The type of material and method used for underpinning shall be consistent with and compatible to site-built homes in adjacent locations.

Section 803. Standards for All Manufactured Homes.

All manufactured homes shall comply with the following standards:

- A. All mobile homes or trailers that are nonconforming prior to the effective date of this Ordinance shall be treated as nonconforming uses.
- B. All manufactured homes placed after the effective date must comply with the requirements of this Zoning Ordinance, meet all code requirements and be less than five years old.
- C. **HUD Seal required.** Prior to installation, each manufactured home shall bear a seal certifying compliance with the Manufactured Home Construction and Safety Standards Act published by the U.S. Department of Housing and Urban Development. Any existing mobile home or trailer not bearing such a seal shall be deemed a non-conforming structure and shall be treated as a non-conforming structure and use in accordance with the regulations established in Article VI of this Ordinance.
- D. It shall be unlawful for any person to initially place, replace or relocate a manufactured home within the Town of Coosada without first being granted a permit approved by the Planning Commission.
- E. The Coosada Town Council, upon recommendation by the Planning Commission, may grant to an applicant permission to park and/or use a manufactured home upon the premises on which a building or home is being constructed during the time of construction and may qualify, limit or terminate such permission at any time without notice. The permit shall be issued showing permission with a specific time period allowed for building of home to be both started and completed. If sincere construction is not started by the allotted start up date or if the construction is not continuing on a reasonable basis as determined by the Council, the permit shall be

revoked unless a plea is made to the Council by the applicant for an extension and that extension is granted.

F. **Installation requirements.** All manufactured homes shall be set up, installed, and anchored in full compliance with the requirements of the Alabama Manufactured Housing Commission.

* G. **Skirting required.** All manufactured homes shall be skirted with a weather-resistant material, which resembles a single-family dwelling. Skirting shall be adequately vented.

* H. **Axles and towing devices removed.** Once a manufactured home has been placed on an individual lot, all tow bars and axles shall be removed and either removed from the property or stored on the lot where they will not be visible.

* I. **Access to exterior entrances.** Immediately after installation and prior to occupation, a landing/porch/deck shall be installed on all front and back entrances. At least one of said landings shall be no narrower than five (5) feet in depth (as measured outward from the exterior of the structure) nor shorter than eight (8) feet in length and containing a railing along all exterior edges of the landing. Stairways leading to decks shall be no less than three (3) feet in width with exterior railing. All required stairways and landings/porches/decks shall be constructed of wood or brick materials or some combination of both. Required railing may be constructed of wood or metal material.

J. **Additions.** Additions to manufactured housing must be compatible with the home and surrounding area.

Section 804. Placement for Family Use.

Subject to obtaining the required permits from the Town of Coosada for each unit, up to three (3) manufactured homes, mobile homes or house trailers on a single lot or premises **for family use only**, not to be rented or leased in any fashion to anyone, will not be considered as a trailer park under this Ordinance. Each application must be made by the owner of record or their authorized representative or agent.

Additionally, manufactured homes or trailers located on a single parcel as described above shall:

- be required to connect to all basic utilities;
- meet all lot size and setback requirements as set out in Article IV.