



City of Natalia

P.O. Box 270, 2078 St. Hwy 132 N. Natalia, Texas 78059
 Phone: 830-663-2926 Fax: 830-663-3806

Residential Permit Application

Building Permit Number: _____		Valuation: _____	
Project Address: _____		Zoning District: _____	
Lot: _____	Block: _____	Subdivision: _____	
Project Description:	NEW SFR <input type="checkbox"/>	SFR REMODEL/ADDITION <input type="checkbox"/>	SPECIFY OTHER:
	PLUMBING <input type="checkbox"/>	MECHANICAL <input type="checkbox"/>	ELECTRICAL <input type="checkbox"/>
	ACCESSORY BUILDING <input type="checkbox"/>	LAWN IRRIGATION <input type="checkbox"/>	SWIMMING POOL <input type="checkbox"/>
			DEMO <input type="checkbox"/>
			FENCE <input type="checkbox"/>
Description of Work: _____			
Area Square Feet: _____		Covered _____	
Living: _____	Garage: _____	Porch: _____	Total: _____
		Number of stories: _____	
IS THIS PROPERTY IN A FLOODPLAIN: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, provide Flood Plain Certificate</i>			

Owner Information: _____			
Name: _____		Contact Person: _____	
Address: _____			
Phone #: _____		Mobile #: _____	
		Email: _____	

General Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Mechanical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Electrical Contractor	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
Plumber/Irrigator	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>
TPO Energy Provider	Contact Person	Phone Number	Contractor License Number <input type="checkbox"/>

I hereby certify that 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 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 regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

Plan Review Approved by: _____	Date approved: _____
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A permit becomes null and void if work or construction authorized is not completed within the term of expiration for project. A 60-day extension may be granted for construction of a new home for an additional fee of 50% of the original permit to complete construction. All permits require final inspection.

- Expires Six (6) Months from Permit Date
- Expires Twelve (12) Months from Permit Date

Total Permit Fees: _____

Cash or Check: _____

Received By: _____

Date: _____

Building Permit Fee: _____

Plan Review Fee: _____

Inspection Fee: _____

BV Project #: _____

CITY OF NATALIA

2078 State Hwy. 132 N. • P.O. Box 270 • Natalia, TX 78059-0270
(830) 663-2926 • Metro (830) 665-2206 • Fax (830) 663-3806

APPLICATION FOR THE INSTALLATION OF A HUD-CODE MANUFACTURED HOME, OR TRAVEL/RECREATIONAL TRAILER WITHIN CITY LIMITS

It shall be unlawful for any person to transport, erect, install, construct, extend or expand a mobile home, manufactured home, modular home, travel trailer or recreational vehicle within the city limits of the City of Natalia without first obtaining a valid permit issued by the City of Natalia.

HUD-Code Manufactured Home

Travel Trailer/Recreational Vehicle

Name of Owner: _____ Date of Application: _____

Mailing address: _____

Phone: _____ Email: _____

Physical Address of Placement: _____

Year: _____ Make: _____ Model: _____ Dimensions: _____

- 1) Do you own the property, land, where the structure is proposed to be installed? YES NO
- 2) Is the proposed installation within an authorized HUD-Code Manufactured Home Park? YES NO
- 3) Are you replacing a mobile/manufactured home that has been vacated, removed, damaged or destroyed within ninety (90) days from the date of application? YES NO
- 4) Was the mobile/manufactured home being replaced occupied continuously as a single-family residential dwelling by the property owner seeking the permit prior to the removal, damages, or destruction? YES NO
- 5) If you answered "NO" to any of the questions, please provide a brief explanation to determine findings, and consideration of the application. _____

HUD-Code Manufactured Home, no omissions:

All applications must also complete the Residential Permit Application, and provide the following information:

- A site plan or dimensions of the lot(s) where the home is sought to be installed.
- A colored picture of the home and valid proof of the manufactured homes affixed label.
- A copy of the manufactured home purchase agreement, or home installation agreement, from the Manufactured Home Company or Installation Company erecting the home.

Brief applicable provisions of Ord.#16-0418-1, adopted 5/16/2016, attached for your understanding. Please Initial Pages.

Section 2: MOBILE HOMES PROHIBITED.

The future installation of a mobile home within the corporate city limits of the City of Natalia is prohibited, including mobile homes located in mobile home parks. The prohibition is prospective and does not apply to a mobile home previously legally permitted by and used as a dwelling in the zoning district designated under the city's zoning ordinance.

Section 3: MODULAR HOMES.

- a) Modular homes are permitted in areas of the city as specified in the city's zoning ordinance. This provision shall not affect the validity of any deed restriction that is otherwise valid.
- b) The erection and installation of a modular home shall be placed on a permanent site, on a permanent foundation, and built to comply with International Residential Code.
- c) Upon making application for the installation of a modular home, documentation from the Texas Department of Licensing and Regulations must be provided signifying the home is built to code; all modular homes and modular components shall have the appropriate label affixed to it.
- d) Applications for the installation of a modular home shall comply with all applicable construction and building code standards, permitting and inspections requirements adopted by the City of Natalia.
- e) Permits, Plan Reviews and Inspections for the erection, placement and installation of a Modular Home is controlled by the procedures adopted by the City Council for home and building construction including any process and costs associated with permits, plan reviews and inspections.

Section 4: APPLICATION PROCESS FOR INSTALLATION.

- a) All HUD-Code Manufactured Homes proposed to be erected, replaced or installed within the city limits of the City of Natalia that cannot meet one or more conditions of HUD-Code Manufactured Home Requirements.
- b) The erection, replacement or installation of a manufactured home in the city limits of the City of Natalia shall only be placed in areas as provided by the city's zoning ordinance; but shall not affect the validity of any deed restriction that is otherwise valid.
- c) Any mobile home or manufactured home legally located on a site and occupied as a residential dwelling in the City prior to the passage of this ordinance shall be allowed to remain on the site that it is currently located on, but shall not be moved to another site or replaced with another mobile home or manufactured home under any circumstance, except as provided in Section 4(d).
- d) **Exception - replacement of mobile home with a manufactured home:**
 - i. Applications for a replacement must be made within ninety (90) days from the date the mobile home was vacated, removed, demolished, damaged or destroyed; and,
 - ii. Applications for the replacement of an existing mobile home may only be filed *once* to replace it with a qualified HUD-Code manufactured home in areas otherwise prohibited by the city's zoning ordinance; and,
 - iii. Has been legally occupied continuously as a residential dwelling by the property owner within the City's limit at time home was vacated, removed, demolished, damaged or destroyed and, placement is restricted to its current location; and
 - iv. Shall comply with all provisions of the application requirements as provided in Section 4(e) and with the installation requirements as provided in Section 5; and,
- e) **Applications for Erection, Installation or Replacement:**

All applicants must be named the owner of the manufactured home and the owner of the property where a manufactured home is proposed to be erected, placed or installed, except if installed within an authorized HUD-Code Manufactured Home Park. All applications are subject permit and inspection fees.

Applications shall be completed and submitted to the City Administrator for review; and shall contain the following information:

- i. Property Owner's name, mailing address and telephone number.
 - ii. The block, lot, subdivision, and physical address of where the manufactured home is sought to be installed.
 - iii. The year, make and model of the manufactured home.
 - iv. The dimensions of the home.
 - v. A site plan or dimensions of the lot(s) where the home is sought to be installed.
 - vi. A colored picture of the home and valid proof of the manufactured homes affixed label.
 - vii. A copy of the manufactured home purchase agreement, or home installation agreement, from the Manufactured Home Company or Installation Company erecting the home.
- f) The City Administrator has 45 days to review, make determination of findings, and consider whether to approve or deny the application for the installation of a manufactured home. The City Administrator, in making his or her determination, shall consider the following:
 - i. Whether the installation of the manufactured home meets all requirements of the city's zoning ordinance.
 - ii. The City's ability to provide police and fire protection to the location.
 - iii. The City's ability to provide necessary services to the location, such as water, sewer, and garbage.
 - iv. The City's conservation of property values in the area where home is sought to be installed.
 - v. Any impact that the installation of the home would have on the area where installation is sought.
 - g) An application to erect, replace or install a manufactured home for residential dwelling use and occupancy shall be deemed approved and granted unless the City Administrator denies the application and states the reason for the denial not later than the 45th day from the date the application is received.

Section 5: HUD-CODE MANUFACTURED HOME INSTALLATION REQUIREMENTS.

The erection, replacement or installation of a manufactured home in the city limits of the City of Natalia shall only be placed in areas as provided by the city's zoning ordinance, and the approval of an application shall be conditional providing the following requirements can be met:

- a) Manufactured homes shall not exceed the minimum age requirement of five (5) years from the date of application; this requirement applies to all areas designated for manufactured homes and manufactured home parks.
- b) All manufactured homes shall be installed in compliance with the standards and requirements for the installation and construction of the manufactured home established by the Texas Manufactured Housing Standards Code, that are reasonably necessary in order to protect the health, safety, and welfare of the occupants and the public.
- c) All manufactured homes shall connect to city utilities, unless otherwise unavailable.
- d) All manufactured homes shall be equipped with smoke detectors.
- e) All manufactured homes shall meet all applicable setbacks and lot size requirements set forth in the city's zoning ordinance.
- f) All manufactured homes shall have house numbers placed in the direction visible from the street.
- g) All manufactured homes shall attach a permanent deck, porch or stairway having not less than a 4'x6' landing at the entry of the front door.
- h) Skirting shall be placed around the homes perimeter, including any deck, porch or stairway, to screen in any wheels, undercarriage and all views from beneath the home, and to enclose all gaps surrounding and between the manufactured home and ground with permanent material. No vinyl, plastic, tin or aluminum materials are accepted.
- i) All manufactured homes shall have adequate foundation for the placement and tie-down of one (1) single-family manufactured home to secure the superstructure against uplift, sliding rotation and overturning, which shall support the weight of the manufactured home.
- j) All manufactured home lots shall provide a minimum of two (2) off-street parking spaces that shall be constructed from base, concrete or asphalt material; all approaches and driveways shall connect to the city's street and be maintained by the property owner, including the installation of culverts to allow for adequate flow and drainage of stormwater.
- k) All ground surfaces of the manufactured home structure, and beneath, shall be graded and equipped to drain all surface water in a safe and efficient manner as not to permit water to stand or become stagnant.
- l) No manufactured home shall be erected, placed or installed that will alter, disallow, or transform any dedicated easements for poles, wires, conduits, storm sewers, water lines, open drains, gas line, or other utilities, and its purpose.

Section 7: TRAVEL TRAILERS OR RECREATIONAL VEHICLE REQUIREMENTS.

It shall be unlawful for any person, firm or corporation to park or permit the parking of a travel trailer and/or recreational vehicle on any lot or tract of land within the city limits of the City of Natalia, whenever such travel trailer or recreational vehicle is being used or occupied as a residence under any circumstance, except as provided in Section 7(e). This prohibition shall not apply to a travel trailer or recreational vehicle which is located in a duly authorized manufactured home park, as long as the travel trailer or recreational vehicle complies with the requirements of this ordinance for its intended occupancy use.

The approval of a permit application for the placement of a travel trailer or recreational vehicle shall not exceed one (1) year, and shall be conditional providing the following requirements can be met:

- a) Travel trailers or recreational vehicles, designed for temporary human habitation are only permitted in areas designated as Manufactured Home Parks for occupancy use as living quarters.
- b) Have authorized written permission from the Manufactured Home Park to place such travel trailer or recreational vehicle on site for occupancy use.
- c) Travel trailers or recreational vehicles shall comply with all manufactured home park site requirements.
- d) Travel trailers or recreational vehicles must provide proof of current registration, inspection, and affixed with a valid state license plate.
- e) **Exception – use and occupancy outside an authorized manufactured home park:**
The City Administrator may issue a temporary one (1) week hardship permit to the property owner, allowing the parking, placement or occupancy of a travel trailer or recreational vehicle on any lot or tract of land within the city limits currently being occupied as a residential dwelling when it is determined that such temporary occupancy would have no significant impact on surrounding properties, and one or more of serious hardship grounds is found:
 - i. Emergencies, Illnesses or Death occur in the family or relatives of the property owner; or
 - ii. To relieve temporary economic hardship of a family member or relative of the property owner.
 - iii. All periods expected to extend longer than one (1) week must be approved by City Council.

Section 8. PERMITS, INSPECTIONS AND FEES DUE UPON FILING OF APPLICATION.

The City of Natalia will not permit the connection to utility services, including water, sewer, electricity, gas or garbage to any manufactured home that does not comply with requirements of this ordinance, or in violation thereof.

A duly authorized agent or inspector of the City of Natalia shall be permitted to make reasonable inspections of a manufactured home, travel trailer or recreational vehicle to determine compliance with this ordinance, or any other ordinance, deed restriction, or state law.

- HUD-Code Manufactured Homes: \$500.00 PERMIT + \$250.00 INSPECTION = \$750.00
- Travel Trailers/Recreational Vehicles: \$300.00 PERMIT + \$100.00 INSPECTION = \$400.00 (annually)

Section 9: VARIANCE AND SPECIAL USE PERMITS.

- a) All applications for any permits or other administrative procedures required under the provisions of this ordinance that are denied by the City Administrator for one or more reasons based on his/her interpretation of the provisions of this ordinance may be appealed to the City Council. Upon complying with all requirements set forth in this Section, the City Council shall review the application and make a final determination to uphold or overturn the decision of the City Administrator or consider whether a variance may be issued.
- b) This section shall not be construed to authorize a variance or special use permit that would have the effect of creating an exception to the provisions of the city's zoning ordinance or the provisions of this ordinance governing the erection, replacement or installation, such as:
 - i. of a mobile home; or
 - ii. of a manufactured home which does not meet the minimum age requirements; or
 - iii. of the placement of a travel trailer or recreational vehicle for any reason.
- c) The City Council may allow variances to the provisions of this ordinance if it is determined that the enforcement of the ordinance's regulations in a particular instance is not in the best interest of the public, constitutes waste or inefficient use of land or other resources, creates an undue hardship on an applicant for a license or permit which is not caused solely by actions of the landowner, does not serve its intended purpose, is not effective or necessary, or for any other reason determined to be in the best interest of the community in consideration of the health, safety, and welfare of the public and the equities of the situation.
- d) **Variance/Special Use Permits Due Upon Filing Application: \$200.00 Nonrefundable Fee**
- e) Public notices and notifications of application shall be issued at least fifteen (15) days prior to City Council making any determination or consideration on such variance application.

CERTIFICATION OF APPLICATION AND ACKNOWLEDGMENT

I certify that the above information is true and correct to the best of my knowledge, and will notify the City of any changes that would affect my application. I also certify that I have read the requirements and conditions, and acknowledge that the City will not authorize any connections to any utility services if I do not comply, or in violation of, with any of the requirements or conditions of the City of Natalia's Ordinance.

PRINTED NAME OF APPLICANT

SIGNATURE OF APPLICANT

FOR CITY OF NATALIA OFFICE USE

Amount Paid: _____ Date: _____ Receipt # _____

Application Review Date: _____ Application: Approved Denied

Determinations, Findings, or Recommendations:

Applicant filed for a Variance/Special Use Permit Request for City Council consideration: Yes No
If yes, attach Variance/Special Use Permit Request form to this completed application.

Completed by: _____ Date Completed: _____