



Mobile Home Park License Application

New License Renewal License Transfer

Mobile Home Park Name: _____

Mobile Home Park Address: _____

Owner's Name: _____ Phone Number: _____

Address: _____
City State Zip Code

Manager's Name: _____ Phone Number: _____

Emergency Phone Number's: _____

Address: _____
City State Zip Code

Email Address: _____

State / Federal ID Number: _____ Number of Rentable Spaces: _____

Tenant Registry Log Available: Yes / No Number of Parking Spaces: _____

Number of Acres: _____ Playground Area Square Footage: _____

Number of Mobile Home Lots: _____ Number of RV / Travel Trailer Lots: _____

19-302 Building Permit, Licenses

- B: It is unlawful for any person to maintain or operate any mobile home park within the city limits of the city unless he holds a **VALID LICENSE ISSUED ANNUALLY** by the city clerk with the approval of the inspection officer and health officer of the city, in the name of such person for the specific mobile home park.
- C: Every person holding such a license shall notify the city clerk **IN WRITING** within thirty (30) days after having sold, transferred, given away or otherwise disposed of, interest in or control of a mobile home park. The notice shall include the name and address of the person succeeding to the owner ship or control of such a mobile home park.
- D: Licenses issued under this chapter shall not be transferable and shall be renewed within thirty (30) days of the date upon which any information contained on the current license has changed.

(Prior Code, Sec. 4-31; Ord. No. 424, 1/5/1993)

19-305 Inspection of Mobile Home and Travel Trailer Parks

- A: The inspection or health officers are hereby authorized and directed to make inspection to determine the condition of mobile home parks located within the city in order to perform their duty of safeguarding the health and safety of occupants of mobile home parks and of the general public.
- B: The inspection officer and the health officer shall have the power to inspect the outside premises of private or public property for the purposes of inspecting and investigating conditions in relation to the enforcement of this chapter or of regulations promulgated thereunder.
- C: The inspection and the health officer shall have the power to inspect any register containing a record of all mobile homes and occupants using the park.

(Prior Code, Sec. 4-34; Ord. No. 424, 1/5/1993)

I, the undersigned, agree to comply to and with the above listed City of Choctaw Ordinances.

Date: _____

Signature verified by valid Driver's License

Do Not Write Below This Line—Office Use Only

Current Zoning: _____ Required Zoning: _____ Permit #: _____

Annual License Fee: \$50.00 Annual Space Fee: # of Lots X \$10.00 Each _____

Amount Paid: _____ Date Paid: _____

Cash Check _____ Credit Card _____

Receipt Number _____ Expiration Date: Yearly on June 30th

CITY OF CHOCTAW
MOBILE HOME PARK CHECKLIST

NEW RENEWAL TRANSFER

Mobile Home Park Name: _____

Mobile Home Park Address: _____

Number of Mobile Home Lots: _____ Number of RV / Travel Trailer Lots: _____

Owner (Deed Holder): _____ Phone #: _____
Address: _____
Email: _____ Cell Phone #: _____

Caretaker: _____ Phone #: _____
Address: _____
Email: _____ Cell Phone #: _____

Operator: _____ Phone #: _____
Address: _____
Email: _____ Cell Phone #: _____

Mortgage Holder (if any): _____ Phone #: _____
Address: _____
Email: _____ Cell Phone #: _____

1. List briefly any major changes made in the MHP during the past two years. Example: additional lots, new well, new sewage disposal system, etc. _____

2. List briefly any major changes proposed in the MHP during the next two years. _____

3. If this MHP has changed ownership or name since the last license was issued, indicate the former owner's name or the corporation name. _____

Mobile Home Park Submittal Checklist

Your application submittal must have the following minimum items for review:

- Application Form with fees
- Two (2) **complete plot/site plans** on sheets no larger than 11x17 (use standard Engineer scale only)

Location, Space & General Layout of Mobile Home Parks & Travel Trailer Parks

❖ 19-309

- Are there separate areas reserved for mobile homes and for travel trailers? Yes No N/A
- Are there mobile homes in the travel trailer sector? Yes No N/A
- Are there travel trailers in the mobile home sector? Yes No N/A
- Is the park located on a well-drained site? Yes No N/A
- Is the park properly graded to insure rapid drainage & freedom from stagnant pools of water? Yes No N/A
- Does drainage endanger any water supply? Yes No N/A
- Is the minimum area of the park five (5) acres plus adequate acreage for any required sewage disposal facility? Yes No N/A
- Is the minimum park frontage on the arterial street two hundred (200) feet? Yes No N/A
- Is the minimum park depth two hundred (200) feet? Yes No N/A
- Are there more than eight (8) mobile homes per gross acre? Yes No N/A
- Are there more than twelve (12) travel trailers per gross acre? Yes No N/A
- Is the area used for sewage treatment included in the density computation? Yes No N/A
- Are mobile home spaces at least forty (40) feet wide & one hundred (100) feet deep? Yes No N/A
- Are travel trailer spaces at least twenty-five (25) feet wide and sixty (60) feet deep? Yes No N/A
- Is the land area covered by mobile homes & buildings in excess of forty percent (40%) of the total area, excluding sewage facilities? Yes No N/A

- Are mobile homes & travel trailers parked in a manner that at the nearest point they are twenty (20) feet from the service road, ten (10) feet from the rear lot line, & at least ten (10) feet from any other lot line? Yes No N/A
- Are any mobile homes or travel trailers located nearer than fifteen (15) feet to any adjacent building or park boundary line? Yes No N/A
- Are any mobile homes or travel trailers less than fifty (50) feet from any designated arterial street or highway right-of-way? Yes No N/A
- Are any mobile homes or travel trailers less than twenty-five (25) feet from any other public street right-of-way? Yes No N/A
- Is any mobile home or travel trailer obstructing any roadway or walkway? Yes No N/A
- Are all mobile home spaces on a sealed surface driveway not less than twenty (20) feet in width if on-street parking is prohibited? Yes No N/A
- Are all mobile home spaces on a sealed surface driveway not less than twenty-six (26) feet in width if on-street parking is permitted on one side of the street only? Yes No N/A
- Does parking on or adjacent to the street within the park obstruct free movements of traffic? Yes No N/A
- In any new mobile home park are there at least two (2) clearly defined off-street sealed surface parking spaces not less than ten (10) feet or twenty (20) feet provided for each mobile home space on or adjacent to the mobile home space? Yes No N/A
- In any new travel trailer park are there at least one off-street parking space not less than ten (10) feet by twenty (20) feet provided for each space either on or adjacent to the space? Yes No N/A

Service Building for Travel Trailer Parks

❖ 19-310

- Does each travel trailer park have at least one service building? [] Yes [] No [] N/A
- Is that service building adequately equipped with flush type toilet fixtures and other sanitary facilities as required in the city code of ordinance? [] Yes [] No [] N/A
- Travel trailer spaces shall not be more than two hundred (200) feet from a service building? [] Yes [] No [] N/A
- Is the service building located twenty-five (25) feet or more from any travel trailer space? [] Yes [] No [] N/A
- Is the service building of permanent construction, & adequately lighted? [] Yes [] No [] N/A
- Is the service building of moisture-resistant material, to permit frequent washing & cleansing? [] Yes [] No [] N/A
- Does the service building have adequate heating facilities to maintain a temperature of sixty-eight degrees during cold weather? [] Yes [] No [] N/A
- Can it supply adequate hot water during time of peak demands? [] Yes [] No [] N/A
- Are all rooms well ventilated, with all openings effectively screened? [] Yes [] No [] N/A
- Are laundry facilities located in a separate soundproof room of a service building or in a separate building? [] Yes [] No [] N/A
- Does the laundry room have not less than one clothes washing machine & one clothes drying machine? [] Yes [] No [] N/A
- Are all service buildings & park grounds maintained in a clean, sightly condition & kept free of any condition that will menace the health of any occupant or the public or constitute a menace? [] Yes [] No [] N/A

Sewage Disposal for Mobile Home Parks

❖ 19-311

- Is all waste from showers, bathtubs, flush toilets, urinals, lavatories & slop sinks in service within the park discharged into a public sewer & disposal plant, septic tank system or private sewer and lagoon system in such a manner as approved by the Oklahoma State Health Department & in accordance with all applicable ordinances of the city?
[] Yes [] No [] N/A
- Is each mobile home space provided with at least a four (4) inch sewer connection at least two (2) inches above the surface of the ground?
[] Yes [] No [] N/A
- Is the sewer connection protected by a concrete collar at least four (4) inches thick & have a minimum outside diameter of twenty-four (24) inches?
[] Yes [] No [] N/A
- Is the sewer connection fitted with a standard ferrule & close nipple & provided with a screw cap?
[] Yes [] No [] N/A
- Is the connection between the mobile home drain & sewer water-tight & self-draining?
[] Yes [] No [] N/A
- Is there a public sewer system within three hundred (300) feet?
[If yes a connection must be made to the public system within one hundred & eighty (180) days.]
[] Yes [] No [] N/A
- Are there any private open sewage treatment facilities?
[] Yes [] No [] N/A
- If yes, are they fenced with permanent fencing, chain link or equivalent, at least five (5) feet high?
[] Yes [] No [] N/A
- If yes, are there barbed wire climb preventers affixed atop the permanent fencing?
[] Yes [] No [] N/A
- Are all sewer connections water-tight?
[] Yes [] No [] N/A
- Are all connection to sewer & water systems in good condition?
[] Yes [] No [] N/A
- Is there any sewage or water leakage on the park premises?
[] Yes [] No [] N/A

Water Supply for Mobile Home Parks

❖ 19-312

- Is there an accessible, adequate, safe and potable supply of water in each park? [] Yes [] No [] N/A
- Is it capable of furnishing a minimum of two-hundred fifty (250) gallons per day per mobile home space? [] Yes [] No [] N/A
- Is there a public supply of water available within three-hundred (300) feet? (If yes then a connection shall be made thereto and its supply shall be used exclusively.) [] Yes [] No [] N/A
- Is the water system connected by pipes to all buildings & mobile home spaces? [] Yes [] No [] N/A
- Is there a cold water tap at least four (4) inches above ground for each mobile home? [] Yes [] No [] N/A
- Is there an adequate supply of hot water at all times in the service buildings? [] Yes [] No [] N/A
- Is all water piping protected against the hazards of back-flow or back siphonage? [] Yes [] No [] N/A
- Are all connections weather-tight? [] Yes [] No [] N/A
- Are there drinking fountains? [] Yes [] No [] N/A
- Is there twenty (20) pounds per square inch of pressure at all mobile home and travel trailer connections? [] Yes [] No [] N/A
- Have provisions been made within one-hundred-fifty (150) of such travel trailer space to supply water for travel trailer reservoirs? [] Yes [] No [] N/A
- Are all water storage reservoirs watertight & constructed of impervious material? [] Yes [] No [] N/A
- Are all overflow & vents of such reservoirs screened? [] Yes [] No [] N/A
- Are there any open reservoirs? [] Yes [] No [] N/A

Refuse Disposal for Mobil Home Parks

❖ 19-313

- Is the storage, collection and disposal of refuse in the park managed as to create no health hazards, rodent harborage, insect breeding areas, accident or fire hazards or air pollution? [] Yes [] No [] N/A
- Is all refuse stored in a fly-tight, rodent-proof container? [] Yes [] No [] N/A
- Is such container located within one hundred fifty (150) feet of any mobile home or travel trailer space? [] Yes [] No [] N/A
- Have containers been provided in sufficient numbers and capacity to properly store all refuse? [] Yes [] No [] N/A
- Is all refuse being collected at least twice weekly? [] Yes [] No [] N/A
- Is all refuse collected & transported in covered vehicles or covered containers? [] Yes [] No [] N/A
- Is municipal refuse disposal service available? [] Yes [] No [] N/A

Insect & Rodent Control

❖ 19-314

- Have insect & rodent control measures to safeguard public health been implemented? [] Yes [] No [] N/A
- Have effective larvicidal solutions been made for fly & mosquito breeding areas which cannot be controlled by other, more permanent measures? [] Yes [] No [] N/A

Electricity: Exterior Lighting

❖ 19-315

- Is there an electrical outlet supplying at least sixty (60) amperes provided for each mobile home space? [] Yes [] No [] N/A
- Are the streets & driveways within the parks lighted with street lights meeting the current standards of the Illuminating Engineering Society or one-half (1/2) candlepower, whichever is higher? [] Yes [] No [] N/A

Piping

❖ 19-316

- Is all piping from outside fuel storage tanks or cylinders permanently installed and securely fastened in place? [] Yes [] No [] N/A
- Are all fuel storage tanks or cylinders securely fastened in place? [] Yes [] No [] N/A
- Are any fuel storage tanks or cylinders located inside or beneath the mobile home? [] Yes [] No [] N/A
- Are any fuel storage tanks or cylinders less than five (5) feet from any mobile home exit? [] Yes [] No [] N/A

Fire Protection

❖ 19-317

- Does the park conspicuously post fire & safety rules & regulations? [] Yes [] No [] N/A
- Does each coach owner have U.L. approved portable hand fire extinguishers mounted in an easily accessible location? [] Yes [] No [] N/A
- Is the area under and around each mobile home or travel trailer free from an accumulation of rubbish, paper, leaves & brush? [] Yes [] No [] N/A
- Are all fire lanes open? [] Yes [] No [] N/A

Alterations & Additions

❖ 19-318

- Do all mobile homes have skirting? [] Yes [] No [] N/A
- Is such skirting maintained so as not to provide a harborage for rodents, or create a fire hazard? [] Yes [] No [] N/A
- Has there been any construction or addition or alteration to the exterior of any mobile home located in the mobile home park? [] Yes [] No [] N/A
- If yes, has the same type of construction or materials as the mobile home affected been used? [] Yes [] No [] N/A

Registration of Owners & Occupants

❖ 19-319

- Is there a register containing a record of all mobile home and travel trailer owners and occupants located within the park available upon request at all times by law enforcement, public health officials & city council? Yes No N/A
- Is the name & address of the owner or occupant of each mobile home listed? Yes No N/A
- Is the make, model, year & license of each mobile home & motor vehicle listed? Yes No N/A
- Is the state, territory or country issuing such license listed? Yes No N/A
- Is the date of arrival & of departure of each mobile home or travel trailer listed? Yes No N/A
- Is it listed whether or not each mobile home is a dependent or independent mobile home? Yes No N/A

Wrecked or Damaged Homes or Trailers

❖ 19-320

- Are there any wrecked, damaged or dilapidated mobile homes or travel trailers kept or stored in the park? Yes No N/A

Supervision

❖ 19-322

- Is there a caretaker in charge at all times to keep the mobile home park, its facilities and equipment in a clean, orderly & sanitary condition? Yes No N/A

Existing Site

❖ No Change to construction of building and/or use. (Non-Conforming)

- Is proper lot condition and maintenance being performed to the existing parking lot, driveways, and/or loading and unloading zones? With special attention to holes. Yes No N/A

- Is proper line stripping for parking spaces, loading and unloading areas and fire lanes legible? [] Yes [] No [] N/A
- Is the loading and unloading area designated? [] Yes [] No [] N/A
- Is outdoor lighting arranged to not interfere with adjacent use and/or adjacent street? (No flashing or intermittent type.) [] Yes [] No [] N/A
- No obstacles interfering within the line of sight triangle. [] Yes [] No [] N/A
- Proper screening in place adjacent to a residential district [] Yes [] No [] N/A
- Is trash bin screening in place? [] Yes [] No [] N/A

Improvement to Site

❖ An addition, change of use. (Conformance)

- Adequate amount of parking spaces [] Yes [] No [] N/A
- All parking spaces, driveways, loading and unloading for shipment and ADA parking shall be paved with a sealed surface pavement. [] Yes [] No [] N/A
- Designated loading and unloading zones [] Yes [] No [] N/A
- No obstacles interfering within the line of sight triangle. [] Yes [] No [] N/A
- Are all structures located in the proper setback laws? [] Yes [] No [] N/A
- Is outdoor lighting arranged to not interfere with adjacent use and/or adjacent street? (No flashing or intermittent type.) [] Yes [] No [] N/A
- Proper screening in place adjacent to a residential district [] Yes [] No [] N/A
- Is trash bin screening in place? [] Yes [] No [] N/A
- Is the proper amount of landscaping in place? [] Yes [] No [] N/A

General Inspection

❖ Exits

- Two means of egress from building. [] Yes [] No [] NR
- Two exits from each floor. [] Yes [] No [] NR
- Exits clear from trash and debris. [] Yes [] No [] NR
- Illuminated exit signs. [] Yes [] No [] NR
- Adequate emergency lighting. [] Yes [] No [] NR

❖ Doors

- Swing in direction of travel. [] Yes [] No [] NR
- Panic hardware. [] Yes [] No [] NR
- Egress doors 32 inches wide. [] Yes [] No [] NR

❖ Service Equipment (Electrical)

- Breaker panel clear and unobstructed. [] Yes [] No [] NR
- GFCI receptacles in sink area and restrooms. [] Yes [] No [] NR
- Receptacle covers installed. [] Yes [] No [] NR
- Appliance/Equipment cords in good condition. [] Yes [] No [] NR

❖ Service Equipment (Plumbing)

- Restrooms illuminated properly [] Yes [] No [] NR
- Restrooms vented properly. [] Yes [] No [] NR
- Water heaters installed properly. [] Yes [] No [] NR
- Toilets and sinks drain properly. [] Yes [] No [] NR

❖ Exterior

- Free from trash and tall grass. [] Yes [] No [] NR
- Adequate parking. [] Yes [] No [] NR
- Building area free from hazards. [] Yes [] No [] NR

ADA CHECKLIST

❖ Doors and Entrances

- Has at least one handicap accessible entrance. [] Yes [] No
- Doors has minimum clear opening of 32" wide. [] Yes [] No
- Doors require minimum effort to open and close slowly. [] Yes [] No
- Level platform approximately 5'x5' inside and outside of door. [] Yes [] No
- Door thresholds should be flush or beveled. [] Yes [] No

❖ **Rest Rooms**

- Door should swing out with 32" clear opening. [] Yes [] No
- Room should be approximately 5'x5' with a clear space or 30"x48" in front to sink, toilet stall, etc. [] Yes [] No
- Two handrails mounted securely behind or adjacent to toilet. [] Yes [] No
- Mirror, towel dispenser & shelves not mounted over 40" max height. [] Yes [] No
- Sink should have 29" clear space underneath (no cabinet). [] Yes [] No
- Faucets to be lever-operated or push type. [] Yes [] No
- Toilet stalls at least 4'8"x 3' with door which swings out. [] Yes [] No
- Urinals to be floor mounted or a max height of 19" from floor. [] Yes [] No

❖ **Telephones and Drinking Fountains**

- If offered, at least one public phone must be accessible to the handicap. [] Yes [] No
- If offered, at least one fountain must be accessible to the handicap. [] Yes [] No

❖ **Safety and Hazards**

- If an alarm system is available, must include auditory & visual signal. [] Yes [] No
- Floors should be level and non-slip. [] Yes [] No
- Exits should be clearly marked. [] Yes [] No
- Warnings posted clearly near hazards or dangerous areas. [] Yes [] No
- Tactile floor warnings near the top of stairs. [] Yes [] No
- Fire alarms should be marked and accessible. [] Yes [] No
- Corridors should be free of protruding objects. [] Yes [] No

❖ **Ramps**

- Must be 36" wide (clear space), cannot have a slope steeper than 1' rise over a distance of 12', and run over 30' without a rest platform. [] Yes [] No
- Ramps should have handrails on both sides which extend 1' before and beyond the slope of the ramp. [] Yes [] No
- Ramps should have a non-slip uninterrupted surface. [] Yes [] No
- Ramp platforms should be at least 5'x5' with a 6' long flat surface. [] Yes [] No

❖ **Walkways**

- Walkways should be a continuous uninterrupted nonslip surface. [] Yes [] No

❖ **Stairs and Elevators**

- Stair steps should be at least 11" deep and not exceed 7" in rise. [] Yes [] No
- Stair nosing's (under front edge) should be flush, angled, or rounded. [] Yes [] No
- Handrails must be on both sides of the stairs and exceeds 12" past the bottom and top steps. [] Yes [] No
- Elevator cab should have approximately 5'x5' with controls at an appropriate height which can be easily operated. [] Yes [] No

❖ **Parking**

- If the building has a parking lot, at least on space should be designated for handicapped people with a sign. [] Yes [] No
- If the building has a loading zone, it should have at least one area, flush with the walk or with curb ramps, adequate in size to allow safe loading. [] Yes [] No

Inspector

Date

Owner/Manager

Date

This information has been sourced from the following:

The City of Choctaw Code of Ordinance:

<http://choctawcity.org/choctaw-code-of-ordinance/>

<http://choctawcity.org/wp-content/uploads/2013/09/PART-19-Subdivision1.pdf>

FYI, below each chapter you will notice a date in parenthesis. This date is when the ordinance was adopted and any prior adoption information. i.e. - (Prior Code, Sec. 4-38; Ord. No. 424, 1/5/93)

The Americans with Disabilities Act:

https://www.ada.gov/2010ADASTandards_index.htm

<http://adata.org/ada-law-regulations-and-design-standards>

<https://www.ada.gov/regs2010/2010ADASTandards/2010ADASTandards.htm#pgfId-1006675>