



ST. JOHN
PLANNING & ZONING

MOBILE HOME HEARING APPLICATION

TO SUBMIT APPLICATION ONLINE VISIT WWW.MYGOVERNMENTONLINE.ORG

OFFICE USE ONLY

Docket No: _____	Parcel #: _____
Date Requested: _____	Zoning District: _____
Meeting Date: _____	Flood Zone: _____
Council District / At Large: _____	Historic District: Y / N Design Rev. Corridor: Y / N
Lot, Sq., Subdivision: _____	

APPLICATION FOR: REPLACEMENT NEW

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION (ALL owners must be listed and must sign)

Same as above? (circle one) **YES / NO** If **NO**, has the authority of the applicant to act on behalf of the property owner been verified with a signed, dated, and notarized endorsement? Complete page 4.

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Property Address: _____

Subdivision: _____ Lot #: _____ Parcel #: _____

Property Size (square feet): _____

Mobile Home Dimensions: _____ Flood Zone: _____

MOBILE HOME INFORMATION

Make: _____ Model: _____ Year: _____

Applicant's Signature

Date



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SUBMITTAL REQUIREMENTS

- Completed and signed application.
- Recorded copy of Act of Sale, Judgment of Possession, or Deed to the property, and lease (if applicable).
- Completed Mobile Home Information For Assessor’s Office Form.
- Site plan (page 3).
- A picture of the mobile home from the front, back, and sides. Must be able to clearly see roof pitch.
- Verification of Wind Zone Rating (*must be Wind Zone II or III*). Legible picture of date plate or paperwork from dealer indicating Wind Zone Rating.
- A sales contract or notarized affidavit stating the following: exterior material composition of the mobile home/manufactured home, the hitch tongue will be removed, the mobile home/manufactured home will be skirted, the wheels will be removed, and the mobile home/manufactured home will be placed on piers or on concrete skids.
- Payment of fees; payable by credit card, check or money order to: “St. John Parish Council”.

AS NEEDED SUBMITTAL REQUIREMENTS

- Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers (MVNLeveePermits@usace.army.mil), and Office of Coastal Protection and Restoration (CPRArequests@la.gov) if work is within 1500’ of the mainline Mississippi River levee, or if otherwise applicable.
Levee Districts: West bank – 225-265-7545/ East bank – 225-869-9721.

FEES

- | | |
|----------------------|----------|
| 1. Advertisement Fee | \$ 50.00 |
| 2. Technology Fee | \$ 10.00 |

NOTE: St. John the Baptist Parish has not examined nor reviewed the title of any portion of land in this application, or any restrictive covenants or restrictions placed on said property. Any action of the Parish in this matter does not: (1) imply that the applicant’s title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

NOTE: Within sixty (60) days of submission of minimum application requirements, this application will become null and void. By signature of this application, the applicant agrees and understand that all permit fees are non-refundable.

Applicant’s Signature

Date



MOBILE HOME HEARING APPLICATION

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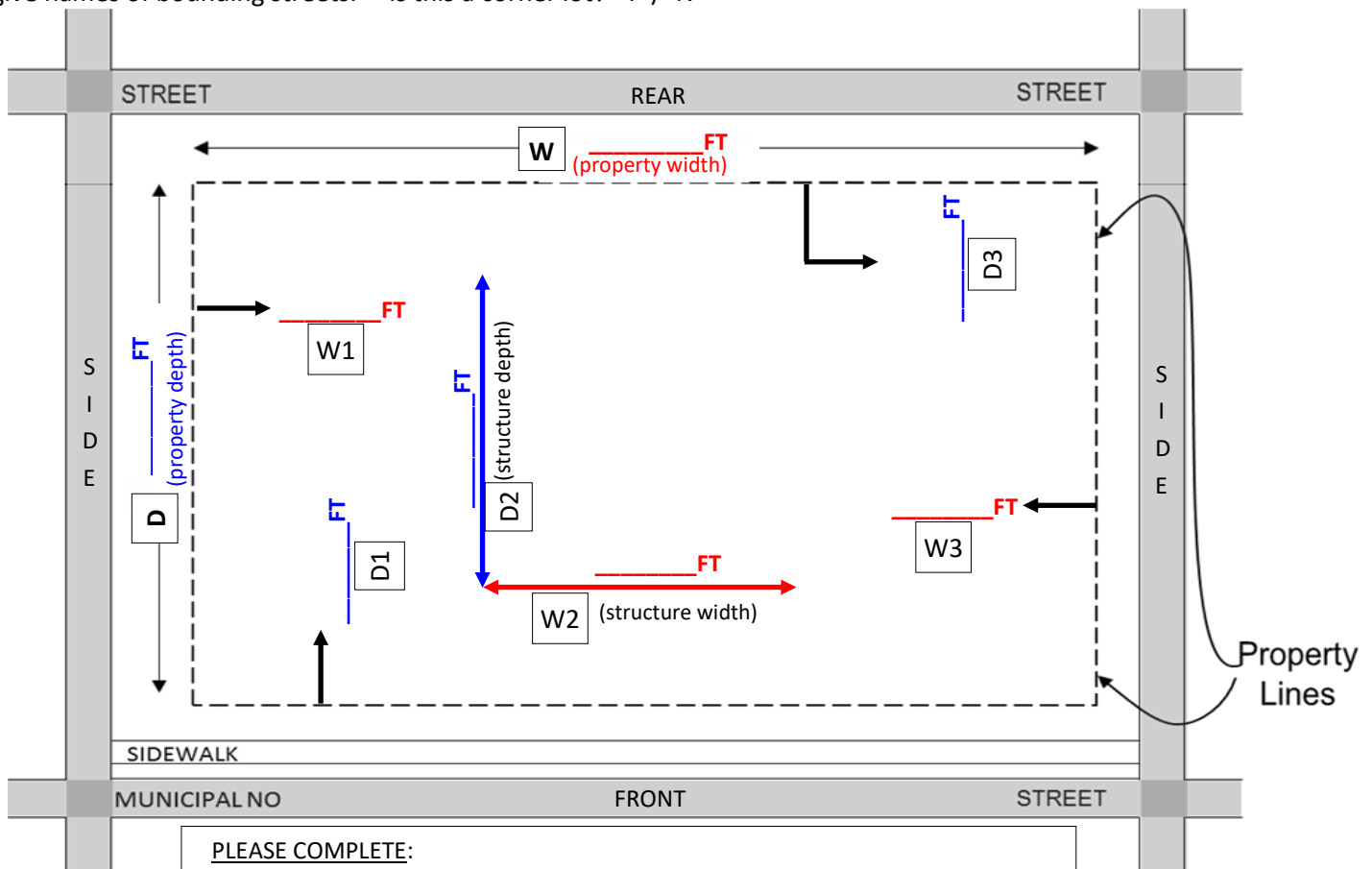
Docket No: _____

PLOT PLAN FORM

Applicant Name: _____ Property Address: _____

To complete this form please:

Indicate property dimensions, mobile home placement on the property, proposed setbacks, servitudes, location and dimensions of existing structures, and any other necessary information. Show size of mobile home, show all existing buildings on lot, show all measurements from property line to building(s), show all measurements in-between buildings, and give names of bounding streets. Is this a corner lot? Y / N



PLEASE COMPLETE:

Depth: D = D1(_____) + D2(_____) + D3(_____)

Width: W = W1(_____) + W2(_____) + W3(_____)

Applicant's Signature _____

Date _____



MOBILE HOME HEARING APPLICATION

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Docket No: _____

OWNER'S ENDORSEMENT

(please print clearly)

I _____ being duly sworn, depose that I reside at
Owner(s) / Corporation

_____ in the Parish
Street City

of _____ and State of _____ and that I am
Parish State

the owner of the property described as _____ and that I have authorized
Address

_____ to make the foregoing petition for a Mobile Home Placement.
Applicant

Signature of owner(s) of property or authorized agent

SWORN TO ME THIS _____ DAY OF _____,

NOTARY PUBLIC

Print name of Notary: _____

Bar roll #: _____



MOBILE HOME HEARING APPLICATION

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Docket No: _____

MOBILE HOME INFORMATION FOR ASSESSOR'S OFFICE

By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all mobile homes located in the parish:

Name of mobile home owner: _____

Address of mobile home owner: _____

Name of the land owner: _____

Address of the land owner: _____

Street address of mobile home placement: _____

Brand, make, & model of mobile home: _____

Serial or VIN #: _____



MOBILE HOME HEARING APPLICATION

Sec. 113-483. - Manufactured and mobile homes.

- (a) *Generally.* Manufactured homes and mobile homes shall be subject to the regulations in this section, unless elsewhere allowed as a permitted use in a zoning district.
- (b) *Planning commission approval.* All applications for a manufactured home or mobile home shall be forwarded for approval by the planning commission following a public hearing in accordance with the provision contained in this section.
- (c) *Permanent installations.* The planning commission may grant authority for the permanent installation of a manufactured home or mobile home for single-family residences in any zoning district; provided that:
 - (1) The structure is attached to, and installed on, a permanent foundation and the provisions of R.S. 9:1149.4 are complied with;
 - (2) The structure is compatible, as set forth in subsection (d) of this section, to surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS; and
 - (3) A sign is placed by the parish, on the property line between the street and the property on which the trailer is to be placed advising the public that an application for placement of a trailer has been received and providing the date, location and time of the public hearing on the application. The sign must be placed and maintained on the property at least seven days prior to the public hearing. The zoning regulatory administrator shall be responsible to determine that the sign was installed and maintained for the required period of time.
- (d) *Compatibility.* Compatible, as used in this section, shall be judged using the following criteria:
 - (1) Exterior finish. The exterior shall be constructed of wood, masonry, concrete, stucco, Masonite, vinyl lap, or other materials of like appearance, similar in materials or otherwise similar to materials on surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS.
 - (2) Roof. The main roof shall have a minimum 2:12 roof pitch and shall be constructed of materials similar to roof materials on surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS. Preferable materials are wood shakes, asphalt composition, wood shingles, slate, built-up gravel materials, or other materials approved by the building official.
 - (3) The mobile home shall have a minimum width of the main body as assembled on site of not less than 11 feet six inches as measured across the narrowest position.
 - (4) The mobile home shall have a minimum floor area of 720 square feet.
 - (5) The planning commission may also take into consideration:
 - a. The changes in land use patterns on nearby and adjacent properties.
 - b. The effect on land value, physical environment or economic aspects that could limit the usefulness of property.
- (e) *Application and public hearing.* All requests for mobile home placements shall require a public hearing before the parish planning commission. Applications for mobile home placements are available from the department of planning and zoning. All applications shall be accompanied by the following:
 - (1) A legal document (deed, survey, act of sale, etc.) which indicates size and dimensions of lot.
 - (2) Proof of ownership or lease.
 - (3) A site plan, showing lot dimensions, mobile home placement, setbacks and other information necessary for the department of planning and zoning and the planning commission to make a decision.
 - (4) A picture or elevation drawing of mobile home front and side views.
 - (5) A sales contract or affidavit stating:
 - a. The exterior material composition;
 - b. The hitch tongue will be removed;
 - c. The mobile home will be skirted;
 - d. The wheels will be removed; and
 - e. The mobile home will be placed on piers or on concrete skids.
 - (6) A nonrefundable advertisement fee in the amount set forth in [section 14-113](#) is required. If the planning commission approves the request, there is an additional mobile home permit fee.

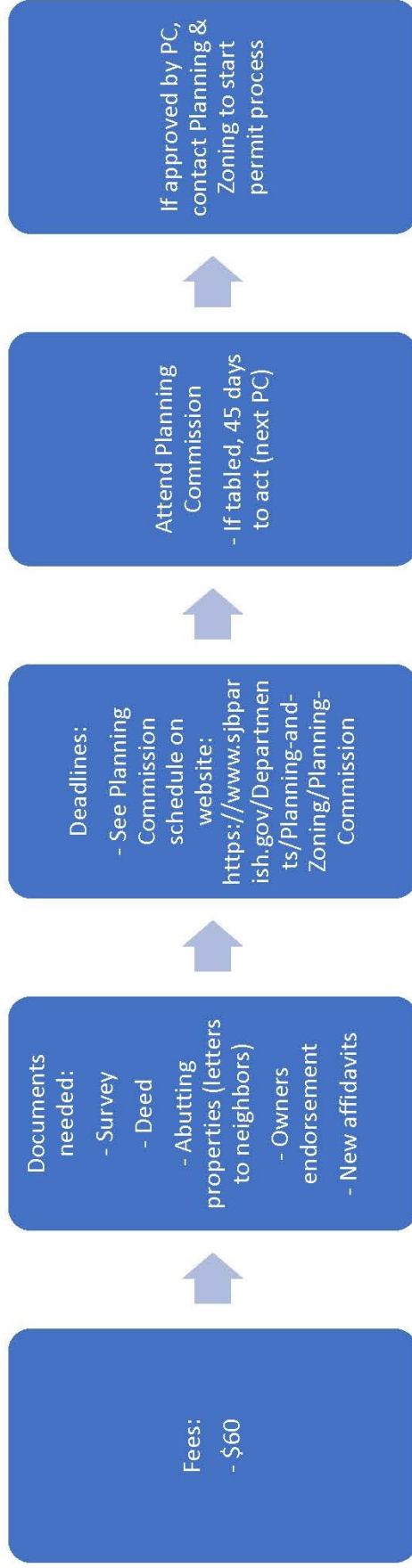


MOBILE HOME HEARING APPLICATION

All of the items in this subsection must be submitted when the request is filed with the department of planning and zoning. The planning commission will not consider a request unless all required submittal items have been received by the department of planning and zoning. Failure to supply all of the items in this subsection at the time of application submittal may result in the request being presented to the planning commission being delayed. The planning commission, in making its decision, shall consider recommendations of the department of planning and zoning, and the criteria listed regarding compatibility and hardship.

- (f) *Approval.* Upon approval by the planning commission, no certificate of occupancy or electrical power will be granted until a final inspection by the parish verifies compliance to setback requirements and placement requirements (tongue and wheels removed, skirting, etc.) Noncompliance with the regulations in this section may result in denial of a certificate of occupancy, denial of electrical power, fine, or forced removal of mobile home from the property. An additional mobile home permit fee is required upon approval. All decisions made by the planning commission are final.
- (g) *One-year limitation.* If the request to locate a mobile home is denied by the planning commission, the commission shall not consider any further request or petition requesting or proposing the location of a mobile home on the same property for one calendar year from the date of the commission's final action on the original petition or request. If there is a substantial change in the request or available information of the original request, as determined by the department of planning and zoning, the planning commission may consider an appeal on the same property within that one-year limitation period. The criteria to be used in determining a substantial change includes the following:
 - (1) Substantial changes in the materials of the structure, foundation, or the siting of the mobile home on the property.
 - (2) Additional information regarding compatibility, nearby land uses and zoning districts that was not available at the planning commission's public hearing.
- (h) *Approval and appeal.* Any appeal to the decision of the planning commission can be requested through the parish council. If the original request is denied by the planning commission, a two-thirds majority vote of the parish council is needed to override the decision. If the planning commission vote is unanimous, for or against the original request, the matter shall not be introduced except by a majority vote of the council and placed on the council agenda.

Mobile Home Placement Process





PROCESS TIMELINE ACKNOWLEDGEMENT

OFFICE USE ONLY

Docket No: _____	Project/Permit Type: _____		
Applicant: _____			
Best Contact Number: _____	Email: _____		
Meeting: <input type="checkbox"/> Historic District	<input type="checkbox"/> ZBA	<input type="checkbox"/> Planning Commission	<input type="checkbox"/> Council

Application received: _____

P&Z Meeting Date: _____

Council Meeting Date: _____
(if applicable)

- I understand and acknowledge the meeting date listed above and agree to appear or have a representative present at the P&Z meeting.
- I understand and acknowledge failure to attend will result in the request being tabled and will delay this process.
- I understand and acknowledge that the Planning Commission serves as an advisory board to the Council. Therefore, final approval or denial is determined by the Parish Council (as applicable).
- I understand and acknowledge that all fees are non-refundable.

Applicant's Signature

Date

Rec'd By: _____ on _____