

PLANNING DIVISION

APPLICATION FOR:

Manufactured Home Park: Space Conversion to RV Space

ALL REQUIRED MATERIALS SHALL BE SUBMITTED TO THE CITY OF LARAMIE PLANNING DIVISION, 405 GRAND AVENUE, LARAMIE, WYOMING. APPLICATIONS, PLANS, AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE OR ILLEGIBLE MAY CAUSE DELAY IN REVIEW OF THE APPLICATION. FEEL FREE TO ATTACH ADDITIONAL INFORMATION SUCH AS PICTURES, MAPS, ETC. PLEASE REVIEW THE ENTIRE APPLICATION AND PRINT CLEARLY.

Date Submitted: _____ (Assigned by Staff)		File Number: MHPRV- _____ (Assigned by Staff)	
APPLICANT:			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
REPRESENTATIVE (If different than Applicant):			PRIMARY CONTACT? <input type="checkbox"/>
ADDRESS:		E-MAIL:	
CITY:	STATE:	ZIP CODE:	
PHONE :	MOBILE:	FAX:	
MANUFACTURED HOME COMMUNITY NAME:		PROPOSED INSTALLATION DATE:	
<p>FIRE MARSHAL APPROVAL OF LP GAS FACILITY IS REQUIRED PRIOR TO APPLICATION. COMPLIANCE WITH NFPA STANDARD 1194 AND RELEVANT DEVELOPMENT STANDARDS OF THE INTERNATIONAL FIRE CODE AS ADOPTED BY THE CITY IS REQUIRED.</p> <p><i>To be completed by the Fire Marshal prior to application: The proposed LP Gas facility has been inspected and complies with NFPA Standard 1194 and Relevant Development Standards of the International Fire Code as adopted by the City</i></p>			
_____		_____ (Signature valid for 60 days)	
City Fire Marshal		Date	
MOBILE HOME COMMUNITY:			
EXISTING MANUFACTURED HOME SPACES IN COMMUNITY:			
PROPOSED RV SPACES IN COMMUNITY (IF APPROVED):		PERCENT RV SPACES (IF APPROVED)	
48 SQ. FT. STORAGE SPACE WITHIN ACCESSORY BUILDING PROVIDED: YES / NO (CIRCLE ONE)			
PROPOSED SKIRTING MATERIAL:			
NUMBER OF DAYS AFTER APPROVAL UNIT WILL BE SKIRTED: (Max 14)			
HE RECREATIONAL VEHICLE IS AND WILL REMAIN OWNER OCCUPIED: YES / NO (CIRCLE ONE)			
LICENSE PLATE NO. AND EXPRIATION: State:		Number:	Expiration:
SITE SKETCH / DRAWING: <input type="checkbox"/> (Sketch must be to scale, showing location, area, access points, and approx. relationship to adjacent uses or structures, propane storage tank locations and storage sheds.)			

LETTER OF AUTHORIZATION

This letter shall serve to notify and verify that I am/we are the legal owner(s) of the property being considered under this application, and do hereby authorize the below applicant(s) and representative(s) to file and represent my/our interest in this application.

I am/we are the legal owner(s) of said property; have read this "Letter of Authorization" and know the contents thereof; and so hereby certify (or declare) under penalty of perjury under the laws of the State of Wyoming that the information contained in this application is true and correct.

OWNER(S) OF RECORD: (All owners of record *must* sign; provide extra sheets if necessary.)

(Print Name) (Signature) (Date)

(Print Name) (Signature) (Date)

I certify under penalty of perjury that I am the applicant and that the foregoing statements and answers contained herein and the information herein submitted, are in all respects true and correct. I grant permission to City staff and officials to enter the property to conduct inspections/site visits necessary for the review of the project.

APPLICANT (LLCs, Corporations and Partnerships shall identify a specific applicant.):

(Print Name) (Signature) (Date)

(Print Name) (Signature) (Date)

APPLICANT'S REPRESENTATIVE:

(Print Name) (Signature) (Date)

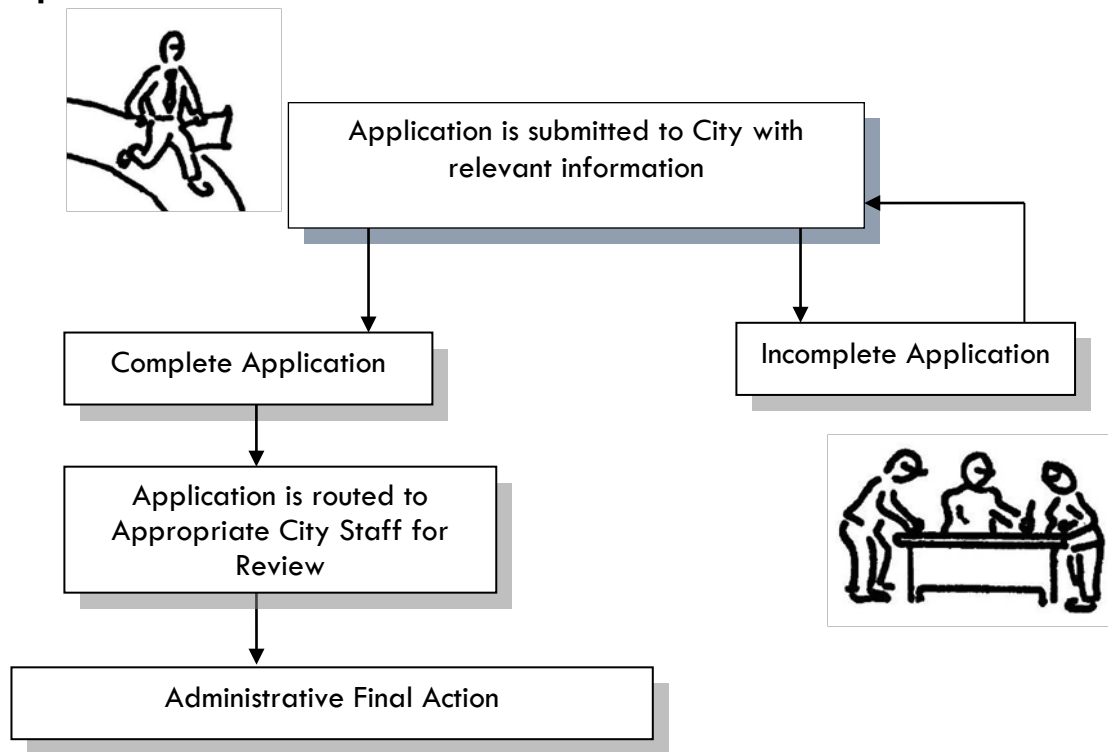
The Planning Division shall provisionally determine the completeness of an application at the time of submittal to the Planning Division. A formal determination of completeness will be made no later than 21 calendar days after the submittal deadline (please see separate Application Submittal Schedule for deadlines). A determination of completeness shall not constitute a determination of compliance with substantive requirements of this development code.

APPLICANT:

(PRINT NAME) (SIGNATURE) (DATE)

Application accepted by (staff use only): Date

What is the Process for Consideration of Space Conversion to RV Space?



APPLICATION REVIEW INFORMATION

1. The applicant, or representative, files an application with the City of Laramie Planning Division, 405 East Grand Avenue, Laramie, WY 82070.
2. The following documents are to be submitted at the time of filing:
 - a. **Application Form.** Filled out in its entirety, with appropriate information deemed necessary by the Applicant.
 - b. **Application Fee.** The applicant must pay the applicable fee at the time of application.
 - c. **Proof of Ownership.** (LMC 15.06.030.B.3) A copy of Title Certificate, Title Guarantee, or Warranty Deed. The owner(s) of record (as identified by the County Assessor) shall sign the application.
 - d. **Digital Copies.** As a part of a complete application, digital copies of all materials are required. Digital submission should be in PDF format on any digital media device (CD, USB drive, etc.) or sent to the Planning Division via email **prior to or at the same time** as the submittal appointment.
 - e. **Drawings:** Drawings consisting of:
 - i. A site plan drawn to scale of the community, park or campground. The site plan shall show: the boundaries of the community; the park or campground's individual spaces; space numbers; common open space and recreation facilities; the locations of common facilities; mailbox location(s); parking spaces and drive aisles; fences and walls and a description of their construction;
 - ii. Detailed drawing showing the dimensions of the subject space, location of onsite storage space, location propane tank location(s), distance between propane tank and space boundary.
 - iii. Locations of all site lighting features with reference to type; signage location, dimensions and illumination; refuse areas and facilities; storage sheds; fire lanes and fire hydrants; adjacent rights-of-way and property owners; scale and north arrow.
3. **Requirements for Approval.** (LMC 8.68.070)

All spaces proposed for conversion to a space for a recreational vehicle shall meet the following criteria:

 - i. Two (2) spaces or up to 30% of total spaces within the manufactured home community, whichever is greater, may be occupied by or self-contained recreational vehicle provided that:
 - ii. Each recreational vehicle space shall provide a minimum of 48 sq. ft. of enclosed storage space within an accessory structure that complies with the standards of LMC section 8.68.080 on the space to be occupied by a self-contained recreational vehicle.
 - iii. The self-contained recreational vehicle within the Manufactured Home Community shall be skirted pursuant to the following standards:
 - iv. Skirting materials shall be durable, suitable for exterior exposures and installed in accordance with the manufacturer's installation instructions.
 - v. On-site fabrications of the skirting by the owner or installer of the home shall be acceptable, provided that the skirting is securely fastened or anchored to the ground and vehicle, the materials meet the requirements of this code and are colored to match the recreational vehicle.
 - vi. As used in this section "skirting" shall mean a weather resistant material used to enclose the space from the bottom of recreational vehicle to the ground and shall not be interpreted to mean unfinished or unpainted wood, plywood, particle board or wood panels.
 - vii. The self-contained recreational vehicle shall display a valid license plate with current state registration in accordance with local ordinance(s).
4. City Staff reviews the application and shall take action to approve, approve with conditions or deny the application.

SPACE CONVERSION TO RV SPACE APPLICATION REVIEW SUBMITTAL CHECKLIST:		Staff Use Only	
		Provided and acceptable	Does Not Apply
Submittal Requirements	Quantity / Cost		
1) Complete Application	1 copies		
2) Application Fee	\$50.00		
3) Cover Letter	1 copies		
4) Proof of Ownership	1 copies		
5) Site Sketch or Drawing (all sheets 11" x 17" or smaller)	1 copies		
6) All Application Materials (Digital)	1 copy		
7) Miscellaneous	TBD		