

City of Zachary

P.O. Box 310 Zachary, Louisiana 70791 (225) 654-0287

COUNCIL
FRANCIS NEZIANYA - DISTRICT I
BRANDON NOEL - DISTRICT 2
JOHN COGHLAN - DISTRICT 3
DAN WALLIS - DISTRICT 4
TOMMY WOMACK - DISTRICT 5

City of Zachary Inspections Department Mobile Home Placements 654-6873

- 1) If the trailer is to be located outside the Zachary city limits, you must contact East Baton Rouge Parish Inspections at 389-3205 as you are out of our jurisdiction.
- 2) If the trailer is to be placed in an established trailer park inside the Zachary city limits, please proceed to #5 due to the fact that trailer parks have already supplied the information needed.
- 3) A legal plot plan must be submitted.
- 4) A proposed Elevation Certificate is required. The elevation certificate can be obtained from a licensed engineer/surveyor.
- 5) If you will not be on the City of Zachary sewer system, you must contact the East Baton Rouge Parish Health Department at 242-4870 for a sewer permit and inspection from that department as the City of Zachary is not responsible for individual sewer systems. We will need a copy of the temporary permit. The address of the Health Department and other required information pertaining to this sewer permit is attached..

***City Parish sewer impact fee may be required when trailer placement permit is issued if trailer is to be connected to the City of Zachary sewer system. Fee Chart Attached.

Once the plot plan, elevation certificate and sewer permit from EBR (if not on city sewer) are obtained, a permit can be issued. A trailer placement permit is \$25.00

6) You must contact the State Fire Marshall's Office at 225-925-4911 and ask for the Manufactured Home Division concerning a sticker that must be on the trailer before the City of Zachary will inspect the mobile home and release electricity. If the trailer is new, check with the dealership to make sure this will be taken care of. If the trailer is used and you are having someone move the trailer for you, you must make sure they are licensed and have applied for your sticker. The website is LASFM.org and click on the left side of the screen on Manufactured Housing. You will find the answers to most of your questions as well as a Home Owners Sticker Application. REMEMBER, THE CITY OF ZACHARY WILL NOT GIVE YOU ELECTRICITY

UNTIL YOU HAVE THE STICKER FROM THE STATE FIRE MARSHALL ON YOUR TRAILER.

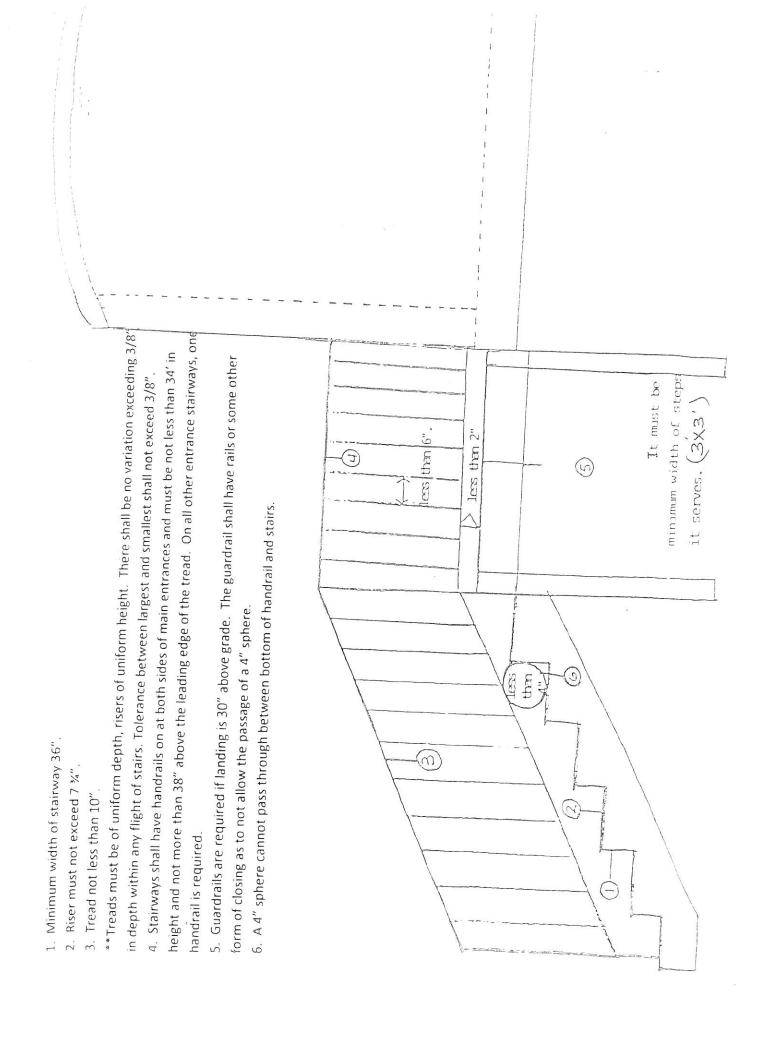
- 7) Electrical, Plumbing, and Mechanical (Heating & Air) permits must be purchased by a City of Zachary licensed contractors. These permits are \$25.00 each. If you would like to use a contractor who is not on the list of licensed contractors provided, have your contractor contact us about obtaining a Zachary license, which is readily available to qualified contractors. The license Must be purchased before any work can be done.
- 8) If your property is located in an S zoning district you must have a dust free 20 feet wide by 25 feet deep driveway apron (Dust free being asphalt or concert) before calling in for inspection.
- 9) You must provide us with a City of Zachary final elevation certificate and a if you are in a special flood hazard area a FEMA final elevation certificate, after the trailer is moved to the site.
- 10) Once all permits are issued, the State Health Department has given the approval to the City of Zachary (if not on city sewer), the Final Elevation Certificates are received and approved, the mobile home has the State Fire Marshall sticker, the electrical, Plumbing and Heating/Air are complete, the steps have handrails on both sides and all doors have steps and at least one handrail on any rear doors and meet the City of Zachary code requirements (attached), the trailer is tied down and the trailer numbers are posted on the trailer, contact our office and schedule an inspection. Once your inspection has been approved, we will fax the approval to your electrical company. You must be sure to make all arrangements with your electric company and any necessary deposits they may require. Also be sure to make any arrangements with the appropriate water and gas provider. The City of Zachary Water and Gas Department phone number is 225-654-6871. Parish Water is 225-952-7688 and Gas Utility District #1 is 225-654-4020.

CUSTOMERS WHO WILL REQUIRE A GAS TAP INSTALLATION

Beginning July 1, 2008, U.S. Department of Transportation Pipeline Safety has required that all new gas installations install an Excess Flow Valve. The Excess Flow Valve is a potential safety benefit.

Each residence is unique in its gas demand. You will be required to provide the Public Works Dept. with BTU demand along with footage from gas main to home.

Once this is established the Public Works Office will locate the proper Excess Flow Valve size and determine price for that item. This price will be included with your gas tap fee. Tap fees will not be allowed to be submitted until this information is provided.



EAST BATON ROUGE PARISH SEWER IMPACT FEES

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Wastewater

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****USE THE 2003 FEES TO FIGURE THE AMOUNT YOU ARE TO PAY.

ORDINANCE AUTHORIZING THE CITY OF ZACHARY TO SUPPLEMENT, CHANGE AND AMEND THE UNIFIED DEVELOPMENT CODE AND ITS RELEVANT PARTS RELATING TO AFFORDABLE PREFABRICATED AND MANUFACTURED HOUSING ALL IN FURTHERANCE OF THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION FOR THE CITY OF ZACHARY FOR SUCH CHANGES

WHEREAS, in conjunction with the meetings and workshops, the Planning and Zoning Commission ("Commission") for the City of Zachary ("City") through an appointed select committee ("Select Prefabricated Housing Committee") composed of several of the members of the Commission and of the City Council for the City ("City Council") has determined that the City's Unified Development Code (the "UDC") does not clearly reflect the appropriate flexibility necessary to adequately regulate prefabricated housing within the City; and,

WHEREAS, the Select Prefabricated Housing Committee for the City determined that amendments to the UDC regulating prefabricated housing addressing:

- a. The availability of affordable housing,
- b. The lack of permanency of prefabricated homes,
- c. The character of existing neighborhoods by addition of prefabricated homes,
- d. The upgrade to more permanent housing types in neighborhoods by allowing new prefabricated homes into neighborhoods where they are already present,
- e. The ability of landowners to use property as they see fit,
- f. The esthetics of prefabricated homes in areas containing site constructed homes,
- g. The perceived loss of property values of surrounding properties,
- h. The inability to locate site constructed housing on very small tracts of property, and,
- i. The use of properties of lower market value where property owners may not be able to afford site constructed housing immediately or in the future,

all being is in the best interest of the City,

BE IT ORDAINED by the City Council that the Unified Development Code for the City is hereby amended to in all instances in which the following terms (in bold italics) shall presently be defined including but not limited to Article 18 Definitions within the UDC, those definitions are deleted and are replaced with those that follow below:

Manufactured Home/ Housing: A Prefabricated dwelling transportable in one or more sections, which is built on its own permanent chassis or multiple chassis, constructed primarily at a plant or facility on a production line basis and delivered to the site as an assembled unit designed for use with or without a permanent foundation when connected to the required utilities. Manufactured housing specifically refers to housing built under the Manufactured Home Construction and Safety Standards set by the U.S. Department of Housing and Urban Development (HUD).

Mobile Home: A prefabricated trailer-type dwelling, larger than 320 square feet, built before June 15, 1976 that is semi-permanently attached to land, either the owner's fee land or leasehold such as a mobile-home park. A mobile home does not meet the standards established under the Manufactured Home Construction and Safety Standards set by the U.S. Department of Housing and Urban Development (HUD). The phrase "mobile home" does not include travel trailer, recreational vehicle, or manufactured home.

Manufactured Home Community/ Manufactured Home Park: A unified development of two (2) or more manufactured home sites, usually under single ownership, arranged on a large tract, meeting the area and yard requirements of the Unified Development Code, and designed to accommodate manufactured homes for a more or less permanent duration for lease or sale. Manufactured or mobile home parks or communities are held under a single owner, partnership or corporation for the purpose of leasing space for the placement of manufactured homes. The park must have an internal road system, street lighting, waste collection with dumpsters, and proper utilities. Fire extinguishing equipment, including hydrants, is required.

Modular Home/Housing/Unit: Modular homes are prefabricated dwellings divided into multiple modules or sections, which are manufactured in a remote facility and delivered to their intended site of use. The modules are then assembled on a permanent foundation without a permanent chassis, into a single residential building. Unlike other prefabricated construction, modular homes conform to all state, local, and regional codes (International Building Code Standards) where the construction is located.

Prefabricated housing: Any dwelling with structural or mechanical components manufactured and assembled away from the construction site. Types of Prefabricated homes include but are not limited to: manufactured homes, modular homes, mobile homes and travel trailers.

Travel Trailer: A prefabricated, vehicular, portable dwelling built on a chassis, designed to be towed behind a motorized vehicle and to be used as a temporary dwelling.

BE IT FURTHER ORDAINED by the City Council that the Unified Development Code for the City is hereby amended to delete § 11.202 in its entirety and to replace said §11.202 with the following:

- A. Generally. Manufactured homes and Prefabricated homes, in any location where they are permitted, are subject to the requirements of this Section.
- B. Prefabricated Homes: Temporary Uses Nonresidential
 - a. Permitted only on a temporary basis for as office space for construction sites
 - b. Skirting is not required
 - c. Must be removed within 30 days of project completion or discontinuance of construction for any reason
 - d. Manufactured homes shall not be allowed to be used for commercial uses
- C. Exisiting Prefabricated Homes Not In Compliance With Existing Code. Prefabricated homes which exist in Zachary city limits at the time of the adoption of the Manufactured Home ordinance which are not in compliance with these regulations (i.e. Not in AF zone or mobile home park) are "grandfathered in" and will be allowed to remain at their current location. At such time that the prefabricated

home needs to be replaced, the lot and Prefabricated home must proceed through the same steps as a new request for a prefabricated home. The presence of a Prefabricated home on a nonconforming lot does not guarantee that a permit will be granted for a replacement Prefabricated home. See section of UDC concerning manufactured and modular homes.

- D. MOBILE HOMES (IE. BUILT PRIOR TO 1976, NOT HUD CERTIFIED, ETC). Mobile Homes are not allowed in any zone or park due to safety concerns.
- E. TRAVEL TRAILERS. Travel trailers are not allowed as a residence in any zone except limited use in manufactured home parks.
- F. PREFABRICATED HOUSING IN ESTABLISHED SUBDIVISIONS. It is recognized that many established subdivisions, new subdivisions, and neighborhoods have building restrictions and/or restrictive covenants in place which restrict prefabricated housing of any type in a more restrictive manner than this proposed ordinance. No attempt to regulate prefabricated housing by regulation created by this ordinance and made a part of the Unified Development Code shall limit the ability of established subdivisions, new subdivisions, or neighborhoods to regulate prefabricated housing in a more restrictive manner. It is the intent of the proposed ordinance to create the benchmark upon which established subdivisions, new subdivisions, and/or neighborhoods may regulate prefabricated housing building restrictions and/or restrictive covenants.

G. REGULATIONS FOR ALL RESIDENTIAL MANUFACTURED AND MODULAR HOMES

Manufactured homes and Modular homes shall be allowed in Manufactured Home Parks

1. GENERAL REGULATIONS FOR ALL MANUFACTURED HOMES

- A. Unit Specifications. All manufactured homes shall meet the following specifications:
 - 1. The average elevation of a manufactured home frame above ground elevation, measured at 90 degrees to the frame, shall not exceed four feet from the top of the foundation pad.
 - 2. The wheels, axles, tongue, towing apparatus, and transporting lights shall be removed prior to final installation of the unit.
- B. Skirting. The space between the finished grade of the property on which a manufactured home is located and the exterior edges of the finished floor of the unit must be skirted with rock, brick, vinyl, or concrete masonry construction installed on a concrete footing so there is not a visible gap between the finished floor and the ground. All skirting materials shall be compatible in appearance with the home and shall allow for adequate ventilation and drainage. The skirting must be a continuous, complete, opaque, and rigid surface that lends permanency to the appearance of the unit and totally screens the crawlspace under the unit.

- d. Must be on masonry slab foundation and meet the requirements of the Louisiana Manufacturing Housing Commission (see above).
- e. Only one (1) manufactured or modular home per lot or tract will be permitted.
- f. No manufactured or modular home can share the same tract or lot with an existing residence
- g. Manufactured or modular homes shall be compatible in appearance, character, materials and value with site-constructed residences in the area.

4. MANUFACTURED AND MODULAR HOMES IN ANY OTHER ZONE ARE GENERALLY NOT ALLOWED - Conditional Use Permits

Under certain circumstances, a Conditional Use Permit may be issued for a manufactured or modular home that is not in an AF zone or a manufactured home park. These circumstances and limited uses calling for the varied use by the issuance of a Conditional Use Permit are outlined below: (note that following all of the guidelines below does not insure that the applicant will be granted a Conditional Use Permit to place a manufactured or modular home on a non AF lot or within a manufactured home park)

The request for the conditional use must be presented to planning and zoning commission and city council

A favorable recommendation from the planning and zoning commission shall be obtained along with a positive majority vote from the city council or:

Pending a unfavorable vote from the planning and zoning commission, a favorable vote obtained by a positive 2/3 majority vote from the council

The conditional use will be initially granted for a maximum of 2 years with annual review by city council thereafter

No application or request for a Conditional Use Permit shall be considered unless exceptional circumstances exist and further evidence of the validity presented to planning and zoning and council which may include:

Hardship: Convincing evidence of a hardship on the part of the applicant that requires applicant to need the conditional use as a variance. The application shall include:

- a. A description of the nature of the hardship
- b. An exploration of all other options and why they would not work
- c. Indication on length of time the conditional use permit or variance will be utilized
- d. An emergency temporary permit may be granted by the mayor or his appointee in the event of a disaster that results in destruction of a residence. This Emergency Conditional Use Permit shall be reviewed no less than annually.

Future Home Site: Applicant plans to build conventional home in the future. The application shall include:

- a. An indication on length of time the conditional use will be needed
- b. Exploration of all other options and why they would not work

All applications for Conditional Use Permits for manufactured or modular homes shall also include the following:

- 1. Site plan showing any existing structures, the proposed site of the prefabricated home, proposed access to home, plans for removal of the manufactured or modular home including site cleanup, etc.
- 2. Photograph or manufacturer brochure showing the true appearance of the dwelling
- 3. Skirting and landscaping plans consistent with conventional housing in the zone
- 4. Proof of ownership of property by applicant and statement that applicant plans to reside in the manufactured or modular home themselves, or relationship of the proposed resident to the property owner/applicant
- 5. An acknowledgment that the minimum lot size: 5 acres
- 6. An acknowledgment of the minimum set backs
- 7. An acknowledgment that if conventional housing is present on lot, manufactured or modular home must be behind existing structure
- 8. Verifiable documentation that appearance, character, and materials are similar to other homes in the immediate area shall be made a part of the application.

All Conditional Use Permit Holders shall adhere to all additional regulations for manufactured and modular homes in an AF zone with the exception of the requirement that of the minimum 10 acre lot size

5. MANUFACTURED HOME COMMUNITY/MANUFACTURED HOME PARK REGULATIONS

Manufactured Home Community/ Manufactured Home Park: A unified development of two (2) or more manufactured home sites, usually under single ownership, arranged on a large tract, meeting the area and yard requirements of the Unified Development Code, and designed to accommodate manufactured homes for a more or less permanent duration. Manufactured or mobile home parks or communities are held under a single owner, partnership or corporation for the purpose of leasing space for the placement of manufactured homes. The park must have an internal road system, street lighting, waste collection with dumpsters, and proper utilities. Fire extinguishing equipment, including hydrants, is required. Manufactured Home Parks may include travel trailer accommodations, provided that no more than ten percent (10%) of the lots are used for such purpose. (OK to add)

- a. Permitted Zones: Manufactured Home Parks are conditionally permitted in zones AF and RE as per the requirements in section 14.501 of the UDC.
 - b. Park Requirements:

- 1. A minimum site of 5 acres is required. Access to the park and the individual homes is only allowed via the Parks internal road system which shall have a minimum right of way that meets or exceeds standards established by the City of Zachary
- 2. Park streets shall be clearly named and all lots shall bear a clearly visible number.
- 3. Access of a safe and convenient nature shall be provided for pedestrian and vehicular traffic as well as emergency and service vehicles at all times.
- 4. All internal park streets shall comply with the roadway standards of the City of Zachary.
- 5. The park shall be maintained in a clean sanitary condition at all times. Grasses, weeds, and other vegetation which is not part of the ornamental landscape, shall not exceed a height of 12 inches.
- 6. Garbage hoppers with a minimum capacity of .5 cubic yards per home site per week must be provided and must be enclosed in a manner compliant with City of Zachary regulations.
- 7. Recreational areas shall be provided which shall be a minimum of 10 percent of the overall parcel proposed for development, exclusive of streets and parking areas.

8. Servitudes:

- a. Servitudes shall be provided for utilities and drainage where necessary. These servitudes shall be no less than 10 feet wide at ground level.
- b. No permanent structures will be permitted within any servitude.
- 9. Lot Requirements (Per home site)
- a. Must be on concrete slab foundation and meet the requirements of the Louisiana Manufacturing Housing Commission.
- b. At a minimum, adjacent home sites shall include a single Type A buffer yard between homes.
- 10. Setbacks, and Park Landscaping Requirements:
 - a. The park shall provide a minimum Type B side and rear buffer yard, and Type C to the side fronting the publicly maintained street or meet the buffering requirements of the Zachary UDC, whichever is more restrictive.
 - b. The park shall construct an 8 foot (minimum) solid wood or masonry fence along the sides and rear of the property. The fence shall be maintained by the owner and/or operator of the park.

11. No mobile home, manufactured or modular housing shall be parked or placed in a manner as to obstruct any roadway or walkway within the park.

This Ordinance shall become effective at the expiration of ten (10) calendar days after publication by the City Council for the City of Zachary unless the referenced ordinance shall specify another effective date, all pursuant to § 2-10 (C) of the Home Rule Charter adopted by the electors for the City of Zachary.

INTRODUCED FOR ADOPTION by the City Council of the City of Zachary as a regular meeting of the said Council held on the ___ Day of May, 2013. David Amrhein, Mayor ATTEST: Jean Byers Clerk of the City Council John Coghlan Mayor Pro Tempore SUBMITTED FOR FINAL APPROVAL AND ADOPTED by the City Council of the City of Zachary as a regular meeting of the said Council after being duly noticed and publicized public hearing held on the ____ Day of June, 2013. David Amrhein, Mayor ATTEST: Jean Byers Clerk of the City Council John Coghlan Mayor Pro Tempore

- C. Compatibility. Outside of manufactured home parks and subdivisions, manufactured homes shall be compatible in appearance with site-constructed residences. Manufactured homes in these areas shall:
 - 1. Have more than 1,200 square feet of inhabitable floor area in a double-wide or larger unit. Each unit having a second floor shall have a minimum first floor floor area of 950 square feet;
 - 2. Have siding material of a type customarily used on site-constructed residences.
 - 3. Have roofing material of a type customarily used on site-constructed residences.

2. GENERAL REGULATIONS FOR ALL MODULAR HOMES

- A. Unlike other prefabricated construction, modular homes conform to all state, local, and regional codes (International Building Code Standards) where the construction is located.
- B. Modular Homes shall follow the same restrictions as manufactured homes with the following additions:
 - 1. Must be on permanent masonry slab foundation
 - 2. If dwelling is elevated from slab, the space between the slab and the dwelling must be skirted with masonry such as rock, brick or stucco or decorative concrete block. Exposed regular concrete or cinder block is not allowed. Elevation, ventilation and drainage of said space are to adhere to standards established by manufactured housing ordinance section of this UDC
 - 3. Modular homes shall be compatible in appearance with site constructed residences in the area.
 - 4. Modular homes shall have more than 1200 square feet of inhabitable floor area (i.e. living area). Each unit having a second floor shall have a minimum first floor area of 950 square feet of inhabitable floor area (i.e. living Area) and Have siding material of a type customarily used on site-constructed residences in the area
 - 5. Must adhere to all requirements of site constructed homes in the residential zone and follow all subdivision restrictions and covenants. Note that some subdivision covenants and restrictions may prohibit prefabricated housing including modular homes.

3. MANUFACTURED AND MODULAR HOMES IN AGRICULTURE/FORESTRY ZONE

- A. Manufactured and modular homes are allowed in Agricultural/Forestry zone (AF) zone by permit granted by the city with the following additional requirements:
 - 1. Manufactured Home standards (From Louisiana Manufactured Housing Commission)
 - 2. Except in cases of extreme hardship, each lot shall contain no more than one (1) manufactured or modular housing unit, and shall meet the minimum requirements of the underlying zoning district to which a conventional site constructed single-family residential dwelling on the same lot would be subjected.

- 3. No manufactured or modular housing unit shall be occupied for dwelling purposes unless it is placed on a lot of record and connected to water, sanitary sewer, electrical and other facilities as may be necessary, prior to Building Official inspection and approval.
- 4. A manufactured or modular home shall be used only as a single-family dwelling.
- 5. The manufactured or modular home shall enclose a space of not less than one thousand (1000) square feet
- 6. The manufactured or modular home shall be placed on an excavated and backfilled permanent foundation and enclosed with skirting at the perimeter to meet the following requirements:
 - a. Individual manufactured or modular housing units shall be skirted around the perimeter of the unit to conceal the underbody from view in a manner compatible with the appearance and construction of the manufactured housing unit
 - b. Skirting shall be vented and be manufactured of a certified fire-resistant material.
 - c. Skirting shall be installed in a manner to resist damage under normal weather conditions and shall be properly maintained.
 - d. All skirting shall be installed before the issuance of a certificate of occupancy.
 - e. In the event that such installation is delayed due to weather, or for other reasons, a temporary certificate of occupancy may be issued for a period not to exceed ninety (90) days.
 - e. The manufactured or modular home shall have a pitched roof, except that no standards shall require a slope greater than a nominal three (3) feet in height for each twelve (12) feet in width.
 - f. The manufactured or modular home shall have exterior siding and roofing which in color, material, and appearance is similar to the exterior siding and roofing material commonly used on residential dwellings within the community or which is comparable to the predominant materials used on surrounding dwellings as determined by the Building Official.
 - h. Any manufactured or modular housing placed upon a residential lot shall be of a manufacturing origin date not to exceed 10 years from the date of the permit
 - 8. Minimum lot size 10 acres.
 - 9. Setbacks and frontage requirements:
 - a. Any such manufactured or modular home must be located at least one hundred (100) feet from the street and twenty five (25) feet from adjacent property lines.
 - b. Any such property must have at least one hundred (100) feet of frontage on a publicly maintained road OR be located a minimum of two hundred (200) feet from a publicly maintained road having legally recognized dedicated access. Landscape requirements
 - 1. Manufactured or modular homes must meet the requirements of table 10.301 of the UDC for buffer-yard requirements, but no less than type B.
 - 2. If the manufactured or modular home is adjacent to site-constructed homes, a buffer yard of type C is required.
 - c. Applicant must either own the property or with the permission of the owner of the property be a party to a purchase agreement calling for the purchase of said property and which may be contingent upon issuance of the requested permit.