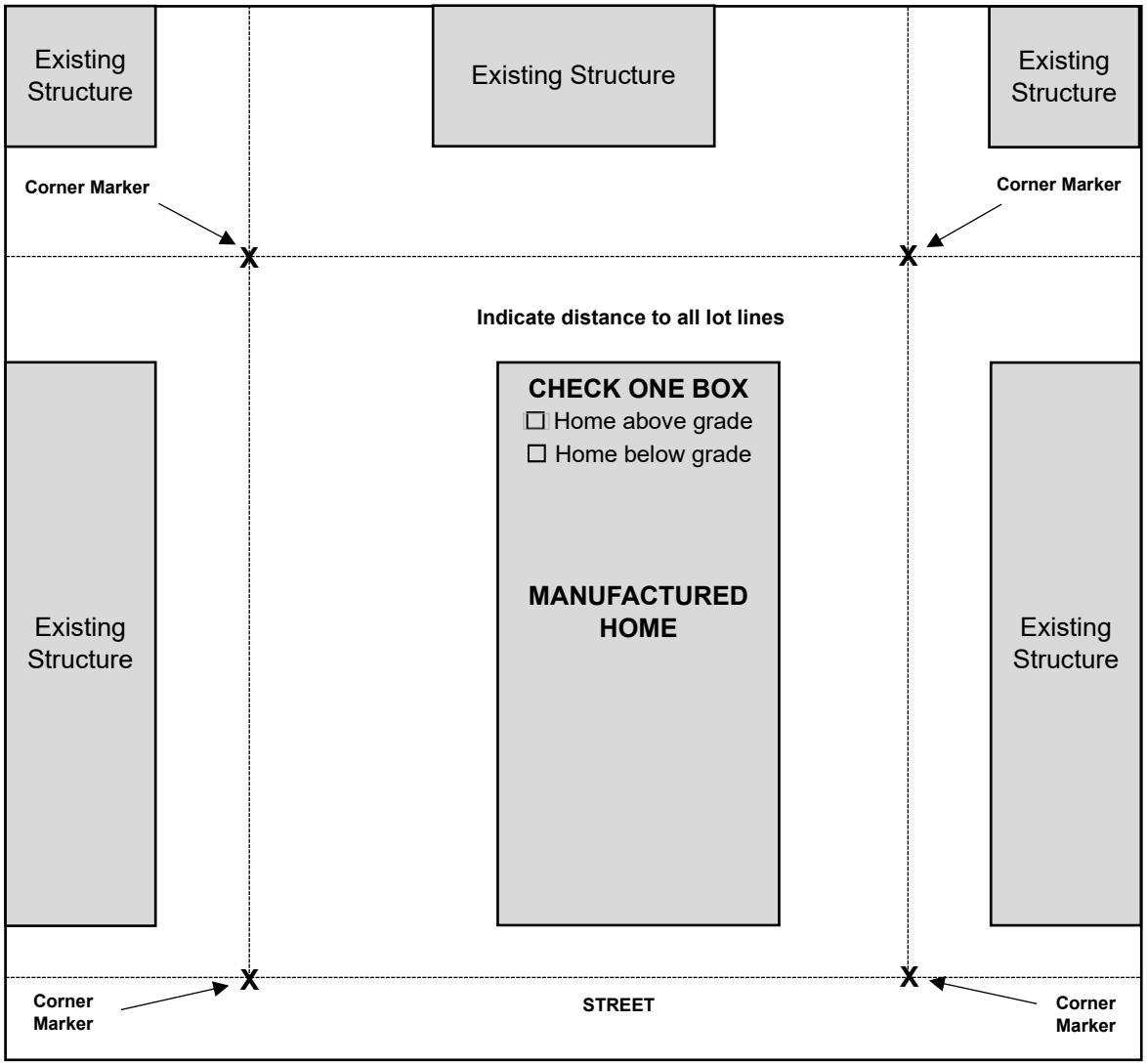
LOT PLOT PLAN AND PARK INFORMATION

ORIGINAL & 2 COPIES REQUIRED WITH THE PERMIT APPLICATION



Width and length of lot:_____**x**_____ **Width and length of home**_____**x**_____

1. Draw any proposed structure(s) and existing structure(s) on the diagram above at the approximate location and identify the type of structures (e.g., deck, awning, etc.). Indicate the distance from the lot line to the proposed structure. Indicate the length and width of the structure.
2. Indicate the exact distances from structures on adjacent lots if located within 10 feet of your lot line.
3. Enter length and width of the manufactured home (including eaves) and length and width of lot.
4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.
5. Identify any slopes greater than 3 feet in height.

HCD MP 538 (Rev. 03/24)

Section 1. PARK AND OWNER INFORMATION

Park Name_____

Homeowner Name_____

Homeowner Address_____ Sp #_____

City_____ Zip_____

Park Owner Email_____

Section 2. DESIGN INFORMATION

Home Amperage_____ Pedestal Amperage_____

Home Voltage_____ Pedestal Voltage_____

Home Roof Load_____PSF, Roof Load for Locality_____PSF

Section 3. SNOW AREA

Is the park located in a snow area requiring 30 lb or greater roof loading?

☐ YES ☐ NO

Section 4. LOT LINE CORNERS

The lot line corners at the front and rear are **clearly and permanently marked** pursuant to California Code of Regulations, title 25, sections 1104 or 2104 as described in the following manner:

_____

Section 5. SCOPE OF WORK

_____

_____

STATEMENT OF RESPONSIBILITY

ORIGINAL SIGNATURE REQUIRED

As the park owner or operator, or as his or her authorized representative, I hereby certify under penalty of perjury that the information provided on this plot plant relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate, and complete. **Lot corners have been identified in Section 4.**

_____

Signature of park owner, operator, or manager

_____

Print Name

State of California
Department of Housing and Community Development
Division of Codes and Standards

Northern Area Office
9342 Tech Center Dr., Ste. 550
Sacramento, CA 95826
(800) 952-8356

Southern Area Office
3737 Main St., Ste. 400
Riverside, CA 92501
(800) 952-8356

INSTRUCTIONS

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to ensure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

IMPORTANT INFORMATION

Within mobilehome parks constructed on or after September 15, 1961, minimum distances from a manufactured home/mobilehome to:

- A permanent building shall be 10 feet, measured from the eaves
- Another manufactured home/mobilehome, installed, including eaves:
    - Side to side 10 feet
    - Side to rear or side to front 8 feet
    - Rear to front or rear to rear 6 feet

Within mobilehome parks constructed prior to September 15, 1961, (verification required) a 6 foot separation to any permanent building or another manufactured home/mobilehome is required.

Manufactured home/mobilehomes or accessory structures shall not be located:

- Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded)
- Over main sewer line clean outs
- Within 5 feet of a septic tank
- Within 8 feet of sewage disposal (leach) fields
- Under overhead insulated electrical conductors, unless 8 feet of clearance is provided
- So as to restrict access to park electrical equipment, indicate clearances
- Over lot gas risers or meters

Additionally, accessory structures shall not be located:

- As to restrict access or ventilation of the lot gas risers or meters
- So as to block:
    - Required light or ventilation in the manufactured home/mobilehome
    - Required egress windows or exit doors in the manufactured home/mobilehome
    - Access to the manufactured home/mobilehome fixed appliances

All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.

The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with California Code of Regulations, title 25, section 1211 or 2211.

A Flood Plain Ordinance Compliance Certificate (form HCD MP 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.

For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, **ALL** exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.

The total occupied area of a lot may not exceed 75 percent of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways, and ramps. Driveways, walkways, slabs, and similar flat work are not subject to this limitation.

Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot does not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.

A School Impact Fee Certification (form HCD MP 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).