



Community Development

## **Moving Permit Checklist**

The deadline for this application is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level. ***Manufactured homes that are 15 years old or less are approved at staff level. Manufactured homes older than 15 years must be approved by the Planning Commission. All stick-built homes require Planning Commission approval.***

Before the application can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed moving permit application.
2. Applicable fee.
3. Proof of ownership.
4. Site Plan (See Site Plan Requirements)
5. “Will Serve” letters for applicable utilities.
6. Septic Permit.
7. Receipt from applicable Special Service District or Fire District.
8. If applicable this permit may require a public notice sign to be posted on the property seven (7) days prior to the Planning Commission Meeting with proof of posting. \*\*\*

After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1<sup>st</sup> Tuesday of each month at 9:30 am. The application will not proceed to the Joint Utility Development Staff Meeting until the Community Development Staff has reviewed and accepted the application for completeness.



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## Moving Permit Application

Applicant/Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Date and Time of Move: \_\_\_\_\_

Manufactured Home  Stick Built  Other (specify) \_\_\_\_\_

Is traffic control needed? Yes  No

If yes, please contact the power company (if powerlines will be affected by height of dwelling) and law enforcement regarding the traffic control plan for moving your dwelling.

Is a demolition permit needed? Yes  No

If yes, please ask Community Development Staff for more details regarding a demolition permit.

Description/Route of Traffic Control Plan:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Water Supply (if applicable): \_\_\_\_\_

Proposed Sewage Disposal Method (if applicable): \_\_\_\_\_

Parcel(s) ID: \_\_\_\_\_ Acreage: \_\_\_\_\_ Current Zone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

Permit Fee: \$150.00

Date Paid \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cash / Check / CC

Receipt # \_\_\_\_\_ Received By: \_\_\_\_\_ Reviewed for Completeness: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### Site Plan Requirements:

The site plan should be drawn to scale, showing all existing and proposed buildings, fences, and general landscape layout. The set-backs (for the zone) and road access to the property must be shown on the site plan.

\*\*\* A Public notice sign must be posted on property 7 days prior to Planning Commission Meeting with proof of posting. Only homes that require Planning Commission approval are required to do this. Please see staff if you have further questions.