



Town of Southampton

18 Jackson Avenue
Hampton Bays, NY 11946

DIVISION OF FIRE PREVENTION

Telephone 631 702-2919

Fax 631 728-3688

John J. Rankin
Chief Fire Marshal

20____ APPLICATION FOR MANUFACTURED HOME COMMUNITY OPERATORS LICENSE

Receipt # _____

SCTM # 0900-_____-_____-_____

Zoning District _____

School District _____

INSTRUCTIONS

- This application must be completed in **every** respect, typed or printed in ink.
(**Must** including New Emergency Contact List)
- Provide a site plan or survey map (if one is not presently on file) depicting the location of all structures, off street parking areas and driveways.
- A copy of the latest annual registration statement filed with the State Commissioner of Housing and Community Renewal pursuant to § 233 of the New York State Real Property Law.
- Fee - **\$ 500.00**
- There shall be a late fee of \$40.00 for any permit that is not renewed by March 6th, 2021.

**** OFFICE USE ONLY ****

Tax Map # _____

Check/Cash _____ Late Fee _____

Receipt# _____

Chief Fire Marshal _____ Date _____

Permit# _____

State Commissioner of Housing Certificate

Town Board Resolution # _____ () Approved () Denied/Reason _____

Owner of property:

Name

Street

Hamlet Zip Code

Telephone Number E-Mail Address

Owner / Applicant *if not* Landowner:

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Number or year's experience in operation of Manufactured Home Community _____
 Applicant has _____ has not _____ been convicted of a felony, misdemeanor or the
 violation of any municipal ordinance, excluding traffic violations, and if so, the date,
 court, provision of law violated and sentence of the court.

A statement as to whether the applicant has ever been previously licensed as a
 manufactured home community operator, and if so, whether any previous license was
 ever revoked and stating the date and giving the reasons therefore.

Location of application:

Street and No. Hamlet

Total Number of Lots: _____

If Owner/Applicant is a corporation, give name, title and address of two officers. (1st officer)

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

If Owner/Applicant is a corporation, give name, title and address of two officers. (2nd officer)

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Name and address of person who prepared this application:

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Emergency Contact List

If owner is unavailable, give name, title and address of two (2) emergency contacts other than the owner.

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Do you have a on- site Manager. Yes ___ No ___. If yes, please list.

Name

Street

Hamlet Zip Code

Telephone Number Cell E-Mail Address

Do you have an off-site Manager? Yes ___ No ___. If yes, please list.

Name

Street

Hamlet

Zip Code

Telephone Number

Cell

E-Mail Address

APPLICATION IS HEREBY MADE to the Division of Fire Prevention for issuance of a Manufactured Home Community Operators License pursuant to the Southampton Town Zoning Ordinance, Chapter 220, and all amendments thereto. The Owner/ Applicant agrees to comply with all applicable laws, ordinances and regulations governing the Manufactured Home Communities.

STATE OF NE YORK,

COUNTY OF SUFFOLK

_____ being duly sworn and deposes and says

that he/ she is the applicant above named.

He/ she is the owner of the above mentioned property and that all statements contained in this application are true to the best of his/ her knowledge and belief; and that he /she has read and fully familiarized himself/ herself with Chapter 220 of the Code of the Town Of Southampton and will comply with all requirements contained therein.

_____ day of 20__

Signature of Owner _____

Notary Signature _____

Notary Public _____ County

Chapter **220**: MANUFACTURED HOME COMMUNITIES

[HISTORY: Adopted by the Town Board of the Town of Southampton 12-8-1992 by L.L. No. 49-1992. Amendments noted where applicable.]

GENERAL REFERENCES

Flood damage prevention — See Ch. 169.

Zoning — See Ch. 330.

§ **220-1**. Title.

This chapter shall be known as the "Manufactured Home Community Operator's License Law."

§ **220-2**. Purpose.

It is the purpose of this chapter to promote the health, safety and general welfare of all the residents of the Town of Southampton, including those living in manufactured home communities, in the following manner:

- A. By providing for the licensing of operators of manufactured home communities and otherwise regulating the running, operation or the conducting of business of manufactured home communities.
- B. By the promulgation of certain standards and regulations for manufactured home communities.

§ **220-3**. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

MANUFACTURED HOME — A structure transportable in one or more sections that, in the traveling mode, is eight feet (2,438 mm) or more in width or 40 feet (12,192 mm) or more in length or, when erected on site, is 320 square feet (29.7 m²) minimum, and that was built on or after June 15, 1976, on permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air conditioning and electrical systems contained therein. The term "manufactured home" shall also include any structure that meets all of the requirements of this definition except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Federal Division of Housing and Urban Development and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974 as amended. The term "manufactured home" shall not include any self-propelled recreational vehicle, nor a travel trailer designed for temporary dwelling use. **[Amended 3-11-2003 by L.L. No. 25-2003]**

MANUFACTURED HOME COMMUNITY — A parcel of land under single ownership, planned and improved for the placement of two or more manufactured homes as dwelling units.

MANUFACTURED HOME COMMUNITY OPERATOR — A person or entity engaged in the business of running, operating or conducting the business of a manufactured home community.

MANUFACTURED HOME COMMUNITY OPERATOR'S LICENSE — The authorization issued by the Town Board under the provisions of this chapter to a person or entity to operate a manufactured home community.

MANUFACTURED HOME INSTALLATION — Construction which is required for the installation of a manufactured home, including the construction of the foundation system, required structural connections thereto and the installation of on-site water, gas, electrical and sewer systems and connections thereto which are necessary for the normal operation of the manufactured home. **[Added 3-11-2003 by L.L. No. 25-2003]**

MANUFACTURED HOME LOT — A designated site of specific land area, located within the manufactured home community for the exclusive use of a single manufactured home and its occupants.

MANUFACTURED HOME STANDARDS — The Manufactured Home Construction and Safety Standards as promulgated by the United States Division of Housing and Urban Development. **[Added 3-11-2003 by L.L. No. 25-2003]**

MOBILE HOME — A movable or portable dwelling unit that was built prior to June 15, 1976, with or without a label certifying compliance with NFPA, ANSI or a specific state standard, and that was designed and constructed to be towed on its own chassis comprising frame and wheels connected to utilities; and designed and constructed without a permanent foundation for year-round living, excluding travel trailers. **[Added 3-11-2003 by L.L. No. 25-2003]**

§ 220-4. License required.

- A. It shall be unlawful for any person or entity to engage in the business of operating a manufactured home community within the Town of Southampton without first obtaining a manufactured home community operator's license, unless the operator has an application pending for a license under the provisions of this chapter and has not been denied a license in the past or had a previously issued license revoked.
- B. In no event will the failure of an operator to obtain a license under this section affect the rights of the residents in the manufactured home community to continue the use and occupancy of their premises.

§ 220-5. Applications; fees. [Amended 6-27-2006 by L.L. No. 33-2006]

- A. Applicants for a license under this chapter must file a sworn application, on a form to be furnished by the Chief Fire Marshal, which shall include the following:
 - (1) The name, address and telephone number of the applicant.
 - (2) A statement as to whether the applicant has previously applied for a manufactured home community operator's license pursuant to this chapter and, if so, whether the subject application is being submitted to renew a previously issued license.
 - (3) The location, including the Suffolk County Tax Map number, of the premises upon which the applicant proposes to operate a manufactured home community.
 - (4) The name, address and telephone number of the owner of the premises upon which the manufactured home community is located, if different from the applicant.

- (5) A statement as to whether the applicant has ever been convicted of a felony, misdemeanor or the violation of any municipal ordinance, excluding traffic violations, and, if so, the date, court, provision of law violated and sentence of the court.
- (6) A statement as to whether the applicant has ever been previously licensed as a manufactured home community operator and, if so, whether any previous license was ever revoked and stating the date and giving the reasons therefore.
- (7) A statement as to the experience of the applicant in operating a manufactured home community.
- (8) A statement by the applicant that he or she has read the provisions of this chapter and is familiar with its contents.
- (9) A copy of the latest annual registration statement filed with the State Commissioner of Housing and Community Renewal pursuant to § 233 of the New York State Real Property Law.

B. The fee for a manufactured home community operator's license application shall be \$350.

§ 220-6. Licensing procedures. [Amended 6-27-2006 by L.L. No. 33-2006]

- A. Completed applications shall be submitted to the Chief Fire Marshal, who shall inspect the site that the applicant proposes to operate or to continue operating and issue a report to the Town Board within 30 days, recommending the approval, disapproval or approval with conditions of the issuance of a license to the applicant. The report by the Chief Fire Marshal shall take into consideration the results of the on-site inspection and any information contained within the files of the Chief Fire Marshal relevant to the applicant as a manufactured home community operator.
- B. The Town Board may issue a new license or renew a previously issued license upon review of the application and the report and recommendation of the Chief Fire Marshal, or the Town Board may schedule a public hearing upon the application. At least 10 days' notice of the time and place of such hearing shall be published in the official newspaper of the Town as designated by the Town Board, and the Town Clerk shall also post said notice on the official signboard of the Town. The applicant shall also post written notice, at least 10 days before the hearing, at the entrance of the manufactured home community which the applicant proposes to operate. Following a duly noticed public hearing, the Town Board may either approve, approve with conditions or deny the application. Where the Town Board denies an application for a license or the renewal of a license, the reasons of said denial shall be stated, in writing, and provided to the applicant.

§ 220-7. Duration of license.

A license issued pursuant to this chapter shall be valid for one year.

§ 220-8. Revocation of license. [Amended 6-27-2006 by L.L. No. 33-2006]

- A. The Town Board may, upon a report and recommendation from the Chief Fire Marshal, revoke a manufactured home community operator's license, after a public hearing, for any of the following causes:
 - (1) Fraud, misrepresentation or false statement in the application for a license.
 - (2) Any violation of this chapter.
 - (3) The failure to comply with the conditions of a license.
- B. Where a hearing is held pursuant to this section, the licensee shall be notified that a hearing will be held before the Town Board to consider the revocation of the license. Said notice shall

specify the ground or grounds for revocation which will be the subject of the hearing. Said notice shall be in writing and shall be served either personally or by certified mail, return receipt requested, at least 10 days prior to the date of the hearing.

§ 220-9. Public health, safety and welfare requirements. [Amended 3-11-2003 by L.L. No. 25-2003]

Manufactured home communities operated by a licensed manufactured home community operator must meet the following minimum standards:

- A. Water supply system. Every manufactured home community and manufactured home lot therein shall be connected to a public water supply system or a community water system meeting the requirements of the Suffolk County Division of Health Services.
- B. Wastewater disposal system. An adequate and safe system of wastewater disposal serving each manufactured home lot shall be provided and maintained in accordance with the regulations of the Suffolk County Division of Health Services.
- C. Electric power supply system. An electric power supply system shall be provided to each manufactured home in accordance with the applicable codes and regulations governing such systems.
- D. Fuel supply and storage systems. When provided by the licensee, natural gas and liquefied petroleum gas, kerosene, fuel oil and any other liquid fuel piping, supply and storage systems shall be maintained under safe operating conditions in conformity with the authority having jurisdiction for such systems.
- E. Solid waste collection and disposal. In manufactured home communities where solid waste collection is not made at each manufactured home site, the respective licensee shall ensure the provision of one or more conveniently located solid waste collection and recycling facilities to require source separation in compliance with Town Code provisions on recycling. Solid waste storage and collection and recycling facilities shall be maintained in a sanitary condition to prevent health hazards, access to rodents, insect breeding and accidents.
 - (1) Solid waste shall be collected as frequently as necessary to prevent storage outside of covered containers.
 - (2) Individual solid waste or recyclables containers, where provided or contained on each manufactured home lot, shall be screened from view from access roadways and public highways except on the days of collection.
- F. Drainage. Where access roadways contain drainage facilities, such drainage shall prevent runoff onto adjacent property, manufactured home sites and public highways.
- G. Storage. There shall be no open storage or dumping of sand, soil, brush, tree limbs, stumps, grass cuttings or other landscape debris, except for material temporarily collected for removal. There shall be no open storage of any parts or components for any home or vehicle in any common area or manufactured home site, except those to be immediately used for repair work. There shall be no open storage of any unlicensed or unregistered vehicle, except in designated and enclosed areas. (Manufactured homes are not considered to be vehicles.)
- H. Maintenance. All common area lawn, trees, landscaping and shrubbery shall be maintained to provide for sufficient visibility on the manufactured home community roadway systems and so as not to endanger individual manufactured homes or residents thereof. The internal road system of each manufactured home community shall be properly maintained to be, among other things, free of more than two inches of snow, potholes and significant flooding.
- I. Lighting. All manufactured home community roads and access ways shall be kept well-lighted at all times. No section of a community roadway shall be dark or shaded from roadway

lighting. All sidewalks and manufactured home site driveways shall be sufficiently lighted to be visible and safely walked upon during night hours, No roadway or other lighting shall shine directly on adjacent noncommunity property.

- J. Crawl space. A minimum clearance of 12 inches (305 mm) shall be maintained beneath the lowest member of the floor support framing system. Clearances from the bottom of wood floor joists or perimeter joists shall be as specified in § R323.1 of the Residential Code of the State of New York. Crawl spaces shall be ventilated with openings as specified in § R408 of the Residential Code of the State of New York. If combustion air for one or more heat-producing appliances is taken from within the under floor spaces, ventilation shall be adequate for proper appliance operation. Crawl space access openings shall be provided. Such openings shall be not less than 18 inches (457 mm) in any dimension and not less than three square feet (0.279 m²) in area and shall be located so that any water supply and sewer drain connections located under the manufactured home are accessible.
- K. Setback requirements.
 - (1) There shall be a minimum distance of 20 feet from the nearest point of a manufactured home and the property line separating the manufactured home community from any abutting parcel.
 - (2) There shall be a minimum of 20 feet from the nearest point of a manufactured home to any public highway.
 - (3) There shall be a minimum distance of 15 feet between any two manufactured homes within a manufactured home community.
 - (4) There shall be a minimum distance of 10 feet between any two buildings on a single manufactured home site.
- L. The lawful occupancy of a manufactured home which does not meet the requirements of Subsections J and K of this section at the time of the effective date of this chapter may be continued in the manufactured home upon the manufactured home site so occupied until the location of such manufactured home is changed.
- M. Skirting and permanent perimeter enclosures. Skirting, when installed, shall be of material suitable for exterior exposure and contact with the ground. Permanent perimeter enclosures shall be constructed of materials as required by this Code for regular foundation construction. Skirting shall be installed in accordance with the installation instructions included in the consumer manual provided by the manufacturer. Skirting shall be adequately secured to assure stability, to minimize vibration and susceptibility to wind damage, and to compensate for possible frost heave.

§ 220-10. Variances.

Where the Town Board finds that carrying out the strict letter of this chapter would cause a practical difficulty or unnecessary hardship, the Board may, upon petition of a licensee, grant that licensee a variance to the provisions contained herein. Such variance shall be subject to such conditions and safeguards that the Board determines would provide the minimum relief necessary, maintain the spirit and intent of this chapter and not impair the general health and welfare of the residents of the manufactured home community and the neighboring community.

§ 220-11. Enforcement. [Amended 6-27-2006 by L.L. No. 33-2006]

It shall be the duty of the Chief Fire Marshal to administer and enforce the provisions of this chapter.

§ 220-12. Right to inspect records. [Amended 6-27-2006 by L.L. No. 33-2006]

- A. Every licensee or applicant for a license has the right to inspect, review or receive copies of the records pertaining to a manufactured home community during the regular hours of business at the office of the Chief Fire Marshal pursuant to the Freedom of Information Law.
Editor's Note: See Article 6 of the Public Officers Law.
- B. In an instance where it is believed that the records of the Chief Fire Marshal contain incorrect or incomplete information, a written notice may be given to the Chief Fire Marshal of the correct or missing information, and said notice shall be incorporated into the files maintained by the Chief Fire Marshal.

§ 220-13. Penalties for offenses.

- A. Where a violation of this chapter has been committed or shall exist, the operator of the manufactured home community shall be guilty of a violation of this chapter.
- B. A violation of this chapter is hereby declared to be an offense, punishable by a fine not exceeding \$350 or imprisonment for a period not to exceed 30 days, or both. Each week's continued violation shall constitute a separate additional violation.

286-5. Display of numbers; style and size. [Amended 6-28-2005 by L.L. No. 25-2005]

- A. Manner of display.
 - (1) During construction period. The owner of a land parcel for which a building permit has been issued shall have the street address number displayed on a sign or a post located at the front of the property.
 - (2) Existing and newly completed buildings. The owner of an existing building or newly completed building shall have the street address number displayed by permanently affixing or painting numerals, letters or script stating the number to the front of the building. Where the building is not close enough to the street or is not readily visible from the street, the street address number shall be permanently affixed to a sign, post or mailbox located at the front of the parcel or lot where the building is situate.
- B. Style and size of numbers. The numerals, letters or script used to display the street address number of the building shall be painted on a plaque or the front of the building or made of metal or other durable material. The numerals, letters or script shall be at least **four inches in height**. All street address numbers shall be displayed so as to be easily seen from the street by both pedestrians and drivers of vehicles.