CITY OF RICHLAND

Manufactured Home Placement Permit Application

Application Type: ☐ New placement ☐ Replacement ☐ Relocation of existing home

1 APPLICANT / PROPERTY OWNER

Property owner name: _____

Mailing address: _____

Phone: _____

Email: _____

Applicant / authorized agent (if different): _____

Applicant phone / email: _____

2 PROPERTY & PROPOSED PLACEMENT

Site / street address: _____

Legal description / subdivision / lot / block: _____

Navarro CAD parcel / property ID (if known): _____

Current property use: _____ Proposed use: _____

Is the property within City limits? ☐ Yes ☐ No ☐ Unsure

Will an existing home or structure be removed? ☐ Yes ☐ No If yes, describe: _____

3 MANUFACTURED HOME INFORMATION

Manufacturer: _____ Model: _____ Model year: _____

Home size: _____ ft × _____ ft Total square footage: _____ ☐ Single-section ☐ Multi-section

HUD label number(s) (if applicable): _____

Serial / VIN number(s): _____

New or previously occupied? ☐ New ☐ Previously occupied Installation contractor: _____

Installer state license number (if applicable): _____

4 UTILITIES, ACCESS & SITE PLAN

Water service: ☐ Existing ☐ New connection requested ☐ Other: _____

Septic: ☐ Existing system ☐ New / modified system ☐ County determination pending

Driveway / access location: _____

Attach a site plan showing property boundaries, home location and dimensions, setbacks, access, easements, existing structures, and septic location where applicable.

5 REQUIRED DOCUMENTATION / APPLICABILITY REVIEW

☐ Site plan / placement drawing

☐ Proof of ownership or owner authorization

☐ Manufactured home identification and dimensions

☐ Applicable installer / state licensing information

☐ Navarro County septic approval or documentation appropriate to this stage

☐ Other documents specifically required by applicable ordinance or law

Documentation and review requirements apply only to the extent permitted by Texas law. The City does not perform septic permitting or inspections; contact Navarro County for septic approvals.

6 APPLICANT CERTIFICATION

I certify that the information submitted is accurate to the best of my knowledge. I understand that submitting this application does not authorize placement or installation. I will obtain all required approvals before beginning work and comply with applicable City ordinances and Texas law. Any manufactured-home-specific requirement or fee prohibited by state law shall not be imposed.

Applicant signature: _____ Date: _____

Property owner signature (if different): _____ Date: _____

7 FOR CITY USE ONLY

Date received: _____ Application / permit no.: _____ Received by: _____

Zoning / site review: ☐ Complies ☐ Further review needed ☐ Not applicable

Navarro County septic documentation: ☐ Received ☐ Pending ☐ Not applicable at this stage

State-law applicability / exemption reviewed: ☐ Yes ☐ Further review needed

Site & Location Review Fee: $250 each, only where authorized and applicable under City Code and Texas law.

Fee assessed: $_____ Paid: $_____ Receipt no.: _____ Date: _____

Decision: ☐ Approved ☐ Approved with conditions ☐ Pending ☐ Denied

Conditions / explanation: _____

_____

Reviewed / approved by: _____ Date: _____

Placement permit issued on: _____ Permit expiration (if applicable): _____

NOTE: This permit does not replace required state installation standards, utility approvals, building permits for associated work, or Navarro County septic approvals.