

Manufactured Home (MH) Permit Application Packet

THIS PACKET CONTAINS THE FOLLOWING FORMS THAT YOU NEED TO READ, COMPLETE, SAVE AS PDFS AND **UPLOAD TO EPERMITTING as part of your complete submittal:**

- Pre-Submittal Checklist for Zoning Items (2 pages)
- Public Works Combined Permit (2 pages)

OTHER REQUIRED SUBMITTALS:

For assistance preparing site and/or landscape plans, please utilize the **Residential Site Plan Checklist** included in this packet.

- Site and Landscape Plan
- Foundation Plans
- Engineering (*where required by design*)



ALL of the required submittals must be PDFs uploaded through ePermitting BEFORE your application will be considered for review.



May 2023

PRE-SUBMITTAL CHECKLIST FOR ZONING ITEMS

PLEASE REVIEW THESE ITEMS FIRST.

If you answer **YES** to any of these first three conditions, you will need to provide the requested documentation certifying that you have received the necessary approvals and or permits prior to applying for your building permit.

1. FLOOD ZONE: (check one)

- YES, the site is in the Flood Zone.

YOU MUST OBTAIN AN APPROVED FLOODPLAIN DEVELOPMENT PERMIT PRIOR TO SUBMITTING A BUILDING PERMIT APPLICATION.

- No, the site is not in the Flood Zone, so a Floodplain Development Permit is not needed prior to submitting the building permit application.

2. BLUFF HAZARD EROSION ZONES: (check one)

- Yes, the site is in the Bluff Hazard Erosion Zone.

YOU MUST OBTAIN AN APPROVED GEOLOGIC HAZARD REVIEW APPLICATION PRIOR TO SUBMITTING A BUILDING PERMIT APPLICATION.

- No, the site is not in the Bluff Hazard Erosion Zone, so a Geologic Hazard Review Application Approval is not needed prior to submitting the building permit application.

3. NATURAL RESOURCES OVERLAY ZONE: (check one)

- Yes, the site is in the Natural Resources Overlay Zone

YOU MUST OBTAIN THE REQUIRED NATURAL RESOURCES DEVELOPMENT REVIEW APPROVAL, NATURAL RESOURCES DEVELOPMENT VARIANCE APPROVAL, DELINEATION, as well as ALL FEDERAL AND STATE APPROVALS PRIOR TO SUBMITTING A BUILDING PERMIT APPLICATION.

- Yes, the site is in the Natural Resources Overlay Zone but the site plan clearly shows that no development is taking place within the Natural Resources Overlay Zone and I have completed all required delineations with concurrence from applicable state agencies PRIOR to submitting this building permit application.

- No, the site is not in the Natural Resources Overlay Zone.



4. BUILDING HEIGHT:

- Yes, the submittal package includes ALL FOUR BUILDING ELEVATIONS showing the measurement from the **existing grade** to the top of the roof at the center of the elevation, per Lincoln City Municipal Code 17.52.190. The average of the measurements is equal to, or less than, the maximum building height of the property's zone.

5. BUILDING SETBACKS:

- Yes, the site plan clearly shows, identifies, and labels the distance from each property line to all portions of the structure, including eaves, porches, decks, balconies, walls, foundation, etc., as well to the entrance of the garage/carport.
- Yes, the site plan clearly shows that all minimum building setback requirements are met as required by Lincoln City Municipal Code.

6. LANDSCAPING:

- Yes, the submittal package includes a landscaping plan that meets the requirements of Lincoln City Municipal Code Chapter 17.55.

7. DRIVEWAY WIDTH:

- Yes, the site plan shows, identifies, and labels the driveway location, dimensions, and type of surface that meets the requirements of Lincoln City Municipal Code Sections 17.56.030 and 17.56.070.

I hereby declare under penalty of perjury under the laws of the State of Oregon that the foregoing information is true, complete, and accurate. I further declare under penalty of perjury under the laws of the State of Oregon that I have completely and accurately depicted the requirements of Lincoln City Municipal Code on the submitted plans and that I am responsible for compliance with Lincoln City Municipal Code, regardless of what may or may not be shown on the submitted plans.

Printed name of Property Owner

Signature of Property Owner

Date



PUBLIC WORKS COMBINED PERMIT

LINCOLN CITY PUBLIC WORKS DEPARTMENT
801 SW HWY 101 - PO BOX 50 Lincoln City, OR 97367 (541) 996-2154



Please read through this permit and fill out all areas as completely as possible. Make sure initials and signatures are made where appropriate. If you have questions about the information herein, please call the phone number above.

MAP & TAX LOT NUMBER:	COMBINED PUBLIC WORKS PERMIT NUMBER:
PROPERTY ADDRESS:	BUILDING PERMIT FILE NUMBER:
	APPLICATION DATE:
	EXPIRATION DATE:
PROPERTY OWNER:	GENERAL CONTRACTOR:
OWNER ADDRESS:	CONTRACTOR ADDRESS:
OWNER PHONE:	CONTRACTOR PHONE:

GRADING/EXCAVATING/FILL WORK TO BE DONE:	

FILL MATERIAL (cubic yards):	EXCAVATED MATERIAL (cubic yards):
SOURCE OF FILL MATERIAL:	DESTINATION OF EXCAVATED MATERIAL:

PUBLIC RIGHT OF WAY WORK TO BE DONE:	
<input type="checkbox"/> DRIVEWAY APPROACH	<input type="checkbox"/> DITCH/ CULVERT
<input type="checkbox"/> CURB/ GUTTER	<input type="checkbox"/> SIDEWALK
<input type="checkbox"/> UTILITY INSTALLATION	OTHER: _____
<input type="checkbox"/> STREET REPAIR	
<input type="checkbox"/> EROSION CONTROL	

ALL RIGHT OF WAY WORK SHALL BE COMPLETED IN ACCORDANCE WITH LCPW STANDARDS AND SPECIFICATIONS

- (1) All construction shall meet or exceed Lincoln City standards & specifications
- (2) Property owner shall be responsible for condition of street repair for one (1) year after approved occupancy
- (3) Crushed rock placed for pipe bedding or backfill shall be compacted per LCPW & APWA standards
- (4) Asphalt patching shall be completed as a "T-Cut". Edges shall be free of Spalling, cracks, uplifting, or undermined sub-grade.
- (5) Edges of permanent paving shall be tack & sand sealed.
- (6) Asphalt shall be compacted to 92% compaction with a maximum surface Smoothness deviation of 1/8 inch per APWA specification 00756.55(a).
- (7) In the event of street closures due to construction the contractor must notify all
- (8) Emergency services and erect all necessary traffic control according to MUTCD and ODOT standard requirements.
- (9) All inspections shall be coordinated with **minimum** 48-hour notice.
- (10) Trench patching shall be completed **no later** than two (2) days after trench Work and inspection. The city reserves the right to (1) complete repairs and bill the Contractor accordingly AND/OR (2) pursue citations as allowed under LCMC 12.12
- (11) All tree removal work requested shall be completed in accordance with LCMC 17.52.220. Tree removal requiring a permit per LCMC 17.52.220 shall only Be completed following acquisition of a Tree Removal Permit.

Scan below to view Lincoln City Public Work's full standards.
www.lincolncity.org/departments/public-works



SCAN ME

Revised 12/20/2021



SEWER CONNECTION APPLICATION

_____ RESIDENTIAL _____ COMMERCIAL	PUMP TO BE MAINTAINED BY: _____ _____
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IS PUMP SYSTEM TO BE USED? YES _____ **NO** _____

IF 'YES' SEE LCPW STANDARDS – CHAPTER 2

Sewer Connection Inspection Approval _____ Date _____

WATER CONNECTION APPLICATION

BILLING ADDRESS: _____ _____	FIRE LINE SIZE: (mark size applicable) _____ 6" _____ 8" _____ Other Other: _____
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METER SIZE: (mark meter size being requested for installation)

_____ 5/8" _____ 1" _____ 1-1/2" _____ 2" _____ OTHER

METER TYPE:

_____ RESIDENTIAL _____ COMMERCIAL

I, the property owner of _____, understand that it is my responsibility as part of this permit to: _____ (address)

- (1) Extend the water main, if required.
- (2) Extend the sewer main, if required.
- (3) Culvert the driveway, if required.
- (4) Mitigate all drainage problems so adjacent and downstream properties will not be adversely impacted.
- (5) Contact all other pertinent utilities for their construction standards with which I must comply.
- (6) Install erosion control devices in compliance with Municipal Code Ordinance 12.08. The Technical Guidance Manual for Erosion Prevention & Sedimentation Control is available at th Public Works Department; or contact Public Works personnel for assistance at (541) 996-2154.
- (7) Ensure that all contractors/ subcontractors obtain a city Occupation Tax Permit before commencing work.

_____ OWNER'S SIGNATURE	_____ DATE
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FOLLOWING SECTIONS TO BE COMPLETED BY CITY STAFF

CITY REQUIRES THE FOLLOWING TO BE PROVIDED BY OWNER OR THEIR AGENT:

_____ TRAFFIC CONTROL	_____ 24 HOUR ADVANCED PUBLIC NOTICE
_____ EROSION PREVENTION & CONTROL	_____ BOND

OTHER: _____

ACCOUNT NUMBER: _____	SEWER AVAILABLE: YES _____ NO _____
BOND RECEIVED: YES _____ NO _____ For the Amount of \$ _____	INSIDE CITY LIMITS: YES _____ NO _____ BOND RETURNED:

_____ DIRECTOR OF PUBLIC WORKS; or	_____ DATE
_____ CITY ENGINEER	_____ DATE
_____ PUBLIC WORKS INSPECTOR	_____ DATE

RESIDENTIAL SITE PLAN CHECKLIST

THE FOLLOWING ITEMS SHALL BE SHOWN ON THE SITE PLAN, OR NOTED AS NOT APPLICABLE

GENERAL ITEMS:	
	Scale and North Arrow
	Date of Preparation
	Property Owner Name, Address, and Phone Number
	Contractor Name, Address, and Phone Number
	Assessor's Map & Tax Lot
	Property line locations and dimensions
	Recorded easements shown, with dimensions and type
	Square footage of site and Total Lot Perimeter

EXISTING ITEMS:	
	Streets (street name, edge of pavement, curb, centerline, and intersection)
	Structures, buildings, fences, retaining walls
	Trees
	Storm drainage elements, such as ditches, culverts, pipes, inlets
	Wetlands, ponds, streams, creeks, riverbanks, or any other body of water inside or adjacent to the property
	Contours at 2-foot intervals
	Water and sanitary sewer lines, service connections, manholes, meters, etc.

PROPOSED ITEMS:	
	Setback distances
	Location, width, and depth of driveway, and type of surface (asphalt, concrete, pavers)
	Stormwater facilities (downspouts, footing drains, dry well, etc.)
	Erosion control measures
	Water, sewer, and power service connections, showing all street cuts if applicable
	Square footage of building coverage (percentage of the total lot or parcel covered by the footprint of all primary and accessory structures and buildings, including decks, balconies, porches, and stairs. Uncovered decks, porches, or stairs that are 30 inches or less from the ground are not included in the determination of building coverage.)
	Square footage of total impervious area (any surface that does not allow for the infiltration of water directly into the underlying earth. Types of impervious surfaces include rooftops and eaves, asphalt and concrete parking lots other than those surfaced with pervious materials, driveways, roads, sidewalks and pedestrian plazas, and standing water. Note: Uncovered, slatted decks are considered pervious. Gravel surfaces are considered pervious unless they cover impervious surfaces or are compacted.)

LANDSCAPING (these items may be included on the Site Plan or a separate Landscaping Plan):	
	Show proposed locations of trees to meet the requirement of 1 tree per 150 feet of total lot perimeter
	Show proposed locations of enough shrubs to meet the requirement of 1 shrub per 30 feet of total lot perimeter
	Show location, dimensions, type, and % of living ground cover (10% of the site must be living ground cover)

