

# Mobile Home Permit Application

## City of Martinsville Mobile Home Commission:

Any person desiring to place a mobile home on a parcel of real estate or lot located within the corporate limits of the City of Martinsville is required to complete all questions on this form and furnish all required materials as stated herein.

This application should be returned to City Hall.

Name of Mobile Home Owner: \_\_\_\_\_ Address of MH Owner: \_\_\_\_\_ Primary Occupant: \_\_\_\_\_  
(Circle) Owner Renter

Lot/Parcel Owner (if different from mobile home owner): \_\_\_\_\_ Address of Lot/Parcel: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

## Mobile Home Information:

Mobile Home Manufacturer Name: \_\_\_\_\_

Year of Manufacture: \_\_\_\_\_ Serial Number of Trailer: \_\_\_\_\_

Application must be accompanied by the following:

- A lot plan showing the exact location and dimensions of the parcel or lot. No pencil drawings.
- A description and dimensions of the proposed mobile home to be located thereon.
- A clearly defined drawing showing the exact location of the home on the parcel or lot.
- Color photographs of at least 3 exterior sides of the proposed mobile home. Said photographs shall be of such quality as to enable the viewer to judge the condition and appearance of the proposed mobile home. Said photographs shall be supplied by the applicant at the applicant's expense.
- In the event that property owner and mobile home owner are not the same person, the property owner must sign the application indicating agreement with all rules for the placement of the mobile home under the ordinance. Property owner will be responsible for removal of the mobile home if it is left vacant for more than 30 days.
- Application must be submitted to the Mobile Home Commission in proper form and in compliance with subsection (b) of ordinance 94-5-1.

*I affirm that the information provided is true and accurate to the best of my knowledge. I further agree that I have been provided with a copy of the mobile home code of the City of Martinsville and agree to abide by the rules and regulation therein.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Signature of Land Owner \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Upon submission of application to the commission, the Commission shall render a decision no later than fifteen days following the date of receipt of said application and proper accompanying materials. If the commission approves the application, the applicant shall then apply for a mobile home permit and pay a non-refundable fee of \$75. The applicant has a period of 30 days after the permit has been issued to meet all requirements.

**Commission Use Only:**

Signatures of Members:

Printed:  
Printed:  
Printed:  
Printed:  
Printed:

APPROVED: YES NO

Date Approved:

- Application must be accompanied by the following:
  - A lot plan showing the exact location and dimensions of the parcel or lot.
  - No pencil drawings.
  - A description and dimensions of the proposed mobile home to be located thereon.
  - A clearly defined drawing showing the exact location of the home on the parcel or lot.
  - Color photographs of at least 3 exterior sides of the proposed mobile home. Said photographs shall be of such quality as to enable the viewer to judge the condition and appearance of the proposed mobile home. Said photographs shall be supplied by the applicant at the applicant's expense.
  - In the event that property owner and mobile home owner are not the same person, the property owner must sign the application indicating agreement with all rules for the placement of the mobile home under the ordinance. Property owner will be responsible for removal of the mobile home if it is left vacant for more than 30 days.
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Signature of Applicant:  
Printed Name:

Signature of Land Owner:  
Printed Name:

Date:

Date: