

**MANUFACTURED HOME – RECREATIONAL VEHICLE  
CITY OF SANIBEL DEVELOPMENT PERMIT APPLICATION**

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APPLICATION NO. \_\_\_\_\_ DP FILING DATE: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

OTHER APPLICATIONS FILED WITH THIS REQUEST: \_\_\_\_\_

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**PART I. PARCEL IDENTIFICATION**

TAX HEADER NUMBER      19-46-23-t3-00013.0000

STREET ADDRESS OF PROPERTY: \_\_\_\_\_

**PART II. OWNER/APPLICANT INFORMATION**

NAME OF OWNER: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

OWNER E-MAIL ADDRESS: \_\_\_\_\_

OWNER PHONE NO: Home \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

APPLICANT E-MAIL ADDRESS: \_\_\_\_\_

APPLICANT PHONE NO: Home \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

APPLICANT'S INTEREST IN PROPERTY: \_\_\_\_\_

\_\_\_\_\_

**PART III. PROVIDE A BRIEF DESCRIPTION OF THE PROPOSED DEVELOPMENT:**

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

**PART IV. ATTACHMENTS CHECKLIST:**

The information and attachments requested as part of this application are the minimum necessary to determine compliance with the requirements of The Sanibel Plan and the Land Development Code (LDC). The City may require additional information, at any time during the application process, to determine compliance with the requirements of the Sanibel Plan and the LDC. Provide three copies of all surveys and plans. For a complete explanation of each item, refer to the Planning Department handout entitled "Instructions for Permits and Other Applications of the Sanibel Land Development Code".

- OWNER'S AUTHORIZATION (Certified – Form available in City Planning Department)
- SITE DEVELOPMENT PLAN (1" = 20')
- COST ESTIMATE FORM (Only for Accessory Screen Rooms and Additions to Manufactured Homes that are nonconforming with Flood- and Stormproofing Requirements)
- APPRAISAL REPORT CONTAINING MARKET VALUE OF EXISTING STRUCTURE (Only for Manufactured Homes that are nonconforming with Flood- and Stormproofing Requirements)
- MARKET VALUE CERTIFICATION (Only for Manufactured Homes that are nonconforming with Flood- and Stormproofing Requirements)
- OTHER INFORMATION REQUIRED FOR COMPLIANCE WITH THE LAND DEVELOPMENT CODE:

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**\* \* \* \* \* CERTIFICATION \* \* \* \* \***

I hereby certify that the information contained in this application and the attachments hereto are true and correct to the best of my knowledge and belief. Furthermore, I acknowledge that the City has the right to inspect the subject property in conjunction with this development permit application. (Please advise the City of any restrictions or limitations on the inspections.)

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**SIGNATURE OF OWNER OR OWNER'S AUTHORIZED REPRESENTATIVE** **DATE**

**NOTE TO OWNER/APPLICANT:** The proposed development may be subject to private deed restrictions or covenants. It is the applicant's responsibility to verify with the appropriate property owners association whether the proposed development complies with the applicable deed restrictions or covenants. The City does not enforce deed restrictions or act as an arbitrator between the applicant and the association.

# INSTRUCTIONS FOR PERMITS AND OTHER APPLICATIONS OF THE SANIBEL LAND DEVELOPMENT CODE

## MANUFACTURED HOME OR RECREATIONAL VEHICLE

### PART I. EXPLANATION OF CHECKLIST ATTACHMENTS TO BE PROVIDED WITH APPLICATION FORM FOR MANUFACTURED HOME OR RECREATIONAL VEHICLE

- \_\_\_\_\_ OWNER'S AUTHORIZATION .....If someone other than the owner will serve as the applicant in connection with the permitting process, a certified statement which authorizes that person to represent the owner and to bind the owner.
- \_\_\_\_\_ SITE PLAN.....(3 copies required) A site development plan, indicating or complying with the following:
- a) Scale must be 1"=20'
  - b) North arrow, which shall have the same orientation on all pages
  - c) Property lines, with dimensions
  - d) Coastal Construction Control Line (if applicable)
  - e) Abutting road rights-of-way and easements, with dimensions
  - f) Proposed structures and existing structures which are to remain on the site, showing elevations of lowest floors
  - g) Proposed driveway, parking, loading, and turn-around areas, with dimensions, including any loading docks or platforms, and all other developed areas
  - h) Existing and proposed ground elevations, referenced to NGVD of 1929
  - i) Detailed specifications and location of proposed drainage swales or retention areas (including cross-sections and method of soil stabilization on all slopes)
  - j) A plan view of all wastewater facilities. (The development permit application must be accompanied by the completed application for a wastewater disposal permit, where applicable)
  - k) Total square footage of lot
  - l) Total square footage of impermeable coverage proposed (excluding up to a 4 foot-wide roof overhang)
  - m) Total square footage of developed area proposed
  - n) Total square footage of areas to be cleared of vegetation
  - o) All existing and proposed utility structures and lines, such as, but not limited to, telephone lines, electric lines, water lines, sewer lines, gas lines, cable television lines, and fire hydrants, with locations and dimensions
  - p) All proposed easements
  - q) All means of vehicular access to adjoining streets
- \_\_\_\_\_ COST ESTIMATE FORM..... For residential construction, attach a completed copy of the City of Sanibel "Form For Estimating the Cost of Residential Additions and Remodeling" (two copies). Blank forms are available from the Planning Department.
- \_\_\_\_\_ APPRAISAL REPORT..... An appraisal report directed to the City from the appraiser containing an opinion as to market value of the structure before the remodeling or addition is started. refer to Land Development Code Section I.E.17. for requirements.
- \_\_\_\_\_ MARKET VALUE CERTIFICATION..... A letter from an appraiser certifying familiarity with Flood Regulations and giving opinion as to the market value of the structure. Refer to the "Sample Letter" available in the Planning Department. This may be included with the appraisal report.

**PART II. STANDARDS FOR MANUFACTURED HOMES AND RECREATIONAL VEHICLES**

**Manufactured homes to be placed or substantially improved on sites in an existing manufactured home park or subdivision within Zones A1-30, that are not subject to the provisions of paragraph (15) of this section shall be elevated so that either:**

- (a) The lowest floor of the manufactured home is at or above the base floor elevation;  
or**
- (b) The manufactured home chassis is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement.**

**Site-built additions to manufactured homes that are elevated above grade in accordance with the requirements of this subsection are permitted only if the following standards are met:**

- (a) The addition is supported by reinforced piers or other foundation elements of at least equivalent strength that are no less than thirty-six (36) inches in height above grade and be securely anchored to an adequately anchored foundation system to resist floatation, collapse, and lateral movement;**
- (b) The value of the addition does not exceed twenty-five thousand dollars (\$25,000.00); however, the value limitation is to be adjusted annually so that it is equivalent to the value established in 1991 U. S. dollars:**
- (c) The total floor area of the addition does not exceed four hundred (400) square feet;  
and**
- (d) The maximum height of the addition does not exceed the height of the manufactured home.**

**Recreational vehicles placed on sites within Zones A1-30, shall either:**

- (a) Be on the site for fewer than one hundred eighty (180) consecutive days,**
- (b) Be fully licensed and ready for highway use, or**
- (c) Obtain a development permit and meet the elevation and anchoring requirements for "manufactured homes" in paragraph (16) of this section.**

**A recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.**

**Site-built additions to recreational vehicles are not permitted.**

Accessory structures of the type described below may be exempted from meeting the elevation or floodproofing requirements of this section only if the following standards are met:

Screen rooms as accessory structures to manufactured homes and recreational vehicles may be exempted from meeting the elevation or floodproofing only if:

- i. The structure is used exclusively as an accessory use; and
  - (aa) No electrical wiring or outlets are permitted on the structure;
  - (bb) No plumbing or plumbing fixtures are permitted on the structure; and
  - (cc) No mechanical heating or cooling of the structure is permitted.
- ii. The value of the structure does not exceed ten thousand dollars (\$10,000.00); however, this value limitation is to be adjusted annually so that it is equivalent to the value established here in 1991 U.S. dollars;
- iii. The structure is self-supporting;
- iv. The floor of the structure is elevated at or higher than the floor of the manufactured home or recreational vehicle;
- v. The maximum height of the structure does not exceed the height of the manufactured home or recreational vehicle;
- vi. The structure does not extend beyond the front, where the hitch is or was located, or rear of the manufactured home or recreational vehicle;
- vii. The total floor area of the structure does not exceed four hundred (400) square feet;
- viii. The structure is not permanently attached to the manufactured home or recreational vehicle;
- ix. The structure is built with materials resistant to flood damage;
- x. Any solid enclosure of the structure does not extend more than thirty (30) inches above the floor; however, aluminum or vinyl encasements for window enclosures may be added to the screened portion of the structure.

**Storage buildings;**

- i. Shall be a maximum of one hundred fifty (150) square feet in floor area;
- ii. Shall utilize breakaway wall construction if located in "V" zone;
- iii. Shall be securely anchored to resist flotation or lateral movement;
- iv. Shall have openings in its walls in conformance with paragraph (a) of sub-section f.(6), below, if located in "A" zone;
- v. Shall be used exclusively for passive storage;
- vi. Shall have all interior wall, floor and ceiling materials located below the base flood elevation unfinished and resistant to flood damage;
- vii. Shall have no electrical or other utility connections below the base flood elevation;
- viii. Shall have no plumbing connections or fixtures.

**Accessory structures other than storage buildings and screen rooms may be exempted from meeting the elevation or floodproofing requirements only if:**

- i. **The value of the structure if five thousand dollars (\$5,000.00) or less; however, this value limitation is to be adjusted annually so that it is equivalent to the value established herein in 1991 U.S. dollars;**
- ii. **The structure is securely anchored to resist flotation or lateral movement;**
- iii. **The structure is built with materials resistant to flood damage;**
- iv. **Another provision of this section does not require the structure to be either elevated or floodproofed.**

