



## **A Guide to the Mobile Home Park Permit Process**

### **What is a Mobile Home Park Permit?**

A Mobile Home Park Permit is a permitting procedure to ensure that proposed mobile home parks are designed and are developed in accordance with approved development standards. Mobile home parks are intended to contain two or more mobile homes, which conform to the Canadian Standards Association 2240 MH Series 96 and 2241 Series 92 standards, on an unsubdivided parcel and are intended for full time residential use. The permit ensures that such developments are reviewed for such things as the requirement for buffer strips, leave strips, owner's residential plots, the procuring and treatment of water, collective sewage treatment, effluent disposal from a sewage treatment plant, garbage disposal and ancillary building uses, among others.

### **What is it for?**

*A Mobile Home Park Permit* is designed to:

1. ensure that a proposed mobile home park is attractive and coordinated with respect to the form and character of the neighbourhood in which it will be located;
2. ensure that basic servicing requirements, such as the provision of potable water, sewage disposal, stormwater management, flood proofing, transportation access and garbage collection are provided for, among others,
3. minimize impacts that may occur from mobile home park development on the residents of the immediate area; and
4. ensure that the density proposed within the mobile home park is consistent with the zoning bylaw.

### **What is needed at the time of application?**

The permit application package includes a comprehensive list of information that must be submitted with an application. As each application and area is unique, information needs may vary and additional information may be requested by the regional district.

### **How do I apply?**

A Mobile Home Park Permit Application can be obtained at SRD office or from the SRD website at [www.srd.ca](http://www.srd.ca). You are encouraged to obtain further details and advice from planning staff when making an application.

### **For more information contact:**

Community Services Department / Planning Services  
Strathcona Regional District  
990 Cedar Street, Campbell River, BC V9W 7Z8  
Tel: 250-830-6700 • Toll free: 1-877-830-2990 • Fax: 250-830-6710  
Email: [planning@srd.ca](mailto:planning@srd.ca)  
Website: [www.srd.ca](http://www.srd.ca)

## **APPLICATION FOR A MOBILE HOME PARK PERMIT**

### **1. Application**

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

### **2. Application Acceptance**

The Strathcona Regional District may refuse to receive any applications that fail to include all required information as per section 8 "Application Requirements" below.

### **3. Fees**

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

### **4. Refund**

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

### **5. Cancellation**

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one year. Any extension approved by the regional board, whether for the maximum one year or a lesser time, is subject to a payment of 50% of the original application fee.

### **6. Reapplication**

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

### **7. Performance Bonding**

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
  - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is

chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.

- b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.
- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.

#### 8. Application Requirements

The following information has been prepared as a guide to assist those persons wishing make an application for development within the regional district.

**At the time of application, the applicant shall provide:**

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Two complete and legible sets of **Site Plans** to a suitably large scale (minimum acceptable scale 1:500) with:
  - a) the area dimensions and legal description of the parcel of land;
  - b) the front, rear and side yard areas;
  - c) the number, location, dimensions and designation of all mobile home areas, mobile home spaces, and mobile home pads, the location and dimensions of all roadways, the owner's residential plot (if any), and any amenity or recreation areas;
  - d) the dimensions and location of all service buildings, mobile homes, the owner's residence, and other structures;
  - e) the internal layouts of all service buildings, other structures and the owner's residence;
  - f) the location and details of all on-site solid waste handling and storage areas;
  - g) a north arrow and notation of the scale used;
  - h) a general landscaping plan for the site;
  - i) all watercourses or water frontage within or adjacent to the land concerned;
  - j) all steep banks or slopes within or adjacent to the land concerned;
  - k) the relationship of the proposed mobile home park to adjacent roads;
  - l) the elevation and grade of all floors of all buildings, mobile homes, and all mobile home pads and the elevation and grade of all roadways that are on site;

- m) two complete layouts for sanitary and stormwater systems showing sewer elevations, manholes, cleanouts, connections, water supply, and fire fighting facilities;
  - n) stormwater management plan.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the proposal.

In addition, during the processing of an application, and prior to final approval, an applicant may need to provide additional information such as:

- a) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- b) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- c) A current (dated not more than 12 months prior to the date of application) **Compliance Letter** and **Septic Report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **Letter of Support** from the VIHA may be requested from the regional district.
- d) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- e) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.

- (f) Where development, as defined by RAR, is proposed within 30.0 metres (98.4 feet) of a stream, an assessment report, prepared by a qualified environmental professional (QEP) in accordance with the Riparian Areas Regulation is required. The QEP report must be prepared by the QEP who has carried out the assessment and that;
  - i) certifies that the qualified environmental professional is qualified to carry out the assessment,
  - ii) certifies that the assessment methods have been followed, and
  - iii) provides the professional opinion of the qualified environmental professional that:
    - (a) if the development is implemented as proposed there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area, or
    - (b) if the streamside protection and enhancement areas identified in the report as necessary to protect the integrity of those areas from the effects of the development are implemented by the developer, there will be no harmful alteration, disruption or destruction of natural features, functions and conditions that support fish life processes in the riparian assessment area..

**9. Processing**

**The following procedure will apply:**

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- i) The application will be forwarded for comment to other government departments and agencies, where necessary.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) Upon receipt of all comments a staff report will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iv) The regional board will, upon receipt, consider the committee's recommendation and may approve the application, or may refer, table, or deny the application.
- v) The regional board may request that:
  - an applicant advertise and host one or more public information sessions, open houses or public meetings at their expense;

- conducts or pay a consultant to conduct any studies deemed necessary;
  - provide any other information or execute any actions that, in the opinion of the Board may be required to make a decision on to whether an application may be approved.
- vi) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- vii) Where the regional district issues a development permit, it shall file in the Land Title Office a notice that the land described in the notice is subject to the permit.



## APPLICATION FOR A MOBILE HOME PARK PERMIT

**LEGAL DESCRIPTION**

(See your Tax Assessment Notice or Certificate of Indefeasible Title)

Name of Street:		Street Number (if known):	

**OWNER**

Name:			
Mailing Address:			
City:		Prov:	
		Postal Code:	
Tel:		Business Tel:	
		Fax:	
Cell:		Email:	

**AGENT**

(NOTE : a letter of agency is required if the agent is acting on behalf of the property owner)

Name:			
Mailing Address:			
City:		Prov:	
		Postal Code:	
Tel:		Business Tel:	
		Fax:	
Cell:		Email:	

**Existing Use:** (describe the age, condition, and use of any buildings, and natural features such as existing vegetation, watercourses, wetlands, steep slopes, etc. If space is insufficient, please attached separate sheet)


**Proposed Use:** (describe the proposed use of the property, If space is insufficient, please attached separate sheet)


<b>Area of Land Affected by Proposed Development:</b>	<b>Hectares</b>	<b>A c r e s</b>
<b>Class of Work:</b>	<input type="checkbox"/> New Development; or <input type="checkbox"/> Alteration of Existing	

<b>Date Received:</b>	<b>Received By:</b>	<b>File No.:</b>
<b>PID:</b>	<b>Folio:</b>	

**Complete where applicable:**

**ARCHITECT, ENGINEER OR DESIGNER:**

Company:						
Contact Person:						
Mailing Address:						
City:		Prov:		Postal Code:		
Tel:		Business Tel:		Fax:		
Cell:		Email:				

**ENGINEER (Water, Wastewater, Solid Waste):**

Company:						
Contact Person:						
Mailing Address:						
City:		Prov:		Postal Code:		
Tel:		Business Tel:		Fax:		
Cell:		Email:				

**SURVEYOR:**

Company:						
Contact Person:						
Mailing Address:						
City:		Prov:		Postal Code:		
Tel:		Business Tel:		Fax:		
Cell:		Email:				

Signature of Owner or Authorized Agent	Date