

# City of Mount Carmel Mobile Home Restrictions and Regulations

**A mobile home / trailer cannot be placed on a lot without first applying for a special use permit.**

- In order to apply for the permit, the lot would have to be in an Agricultural district, R-3 district, R-4 district or a B-1 District.
- The lot has to be at least 4,000 square feet.
- The mobile home / trailer would have to be no older than 15 years old (2005).
- The mobile home / trailer could not be used as a rental property
- The applicant must have a vested interest in the property

If the above criteria is met then an application can be turned in applying for the special use permit.

- First step is fill out the permit application.
- The application fee of \$100 is non-refundable
- Each contiguous property owner will be sent notice of the zoning board meeting
- A public notice will be published with the zoning board information in the paper no less than 15 days prior to meeting and no more than 30 days prior to meeting.

## **Zoning Board of Appeals Process**

- Zoning Board is scheduled to meet on the 2<sup>nd</sup> Tuesday of each month.
- Once zoning board meeting is set the applicant will be required to attend, the applicant will petition the zoning board to recommend the special use to place a trailer on the property.
- Anyone wishing to be heard for or against will be allowed to speak at the meeting.
- The Zoning board will decide to recommend, or not recommend application to the City Council.
- The application and decision of the zoning board of appeals will be forwarded to the city council for the next available meeting.

## **City Council Process**

- The application and recommendation of the Zoning Board of Appeals will be presented to the City Council for a vote.
- The applicant must be present at the City Council meeting.
- If the Zoning Board of Appeals Recommends the application.
  - The City Council may approve the application with a majority vote.
- If the Zoning Board of Appeals does not recommend the application.
  - The City Council may approve the application with a 4/5 vote.

## **If the application is approved by the City Council**

- An ordinance will be passed allowing the special use.
- The ordinance will be recorded at the court house with the following conditions.
  - The Mobile home / Trailer is only occupied by the applicant or applicants.
  - The Mobile home / Trailer must be underpinned within 30 days of placement.
  - If the applicant were to move or no longer reside at the property the mobile home / trailer would have to be removed within 90 days.

The above are some of the information concerning mobile homes / trailers outside of a trailer park. If you have any other questions please feel free to contact the City Inspector at (618)262-4822