

Mobile Home Park Review Procedures and Standards

Review and Approval Authority:

The Planning Board is authorized to review and act on all applications for Mobile Home Park Review. The Planning Board may act to approve, disapprove, or approve an application with conditions.

Classification of an Application

1. A mobile home park is a subdivision that is developed in accordance with the performance standards for mobile home parks set forth in Section 11.17. The Code Enforcement Officer shall be responsible for provisionally classifying a proposed mobile home park as a minor subdivision or a major subdivision. This process will occur in conjunction with the preapplication conference. Within ten (10) business days of the preapplication conference and site inspection, the Code Enforcement Officer shall tentatively classify the proposed mobile home park as a minor subdivision or a major subdivision. When the Code Enforcement Officer provisionally classifies a project as a minor or major subdivision, s/he shall notify both the applicant and the Chair of the Planning Board in writing of the classification and the basis for determination. At the first meeting of the Planning Board at which the application is discussed, the Planning Board shall review the Code Enforcement Officer's determination as to the classification of the subdivision and may either confirm or revise the classification based upon the information contained in the formal submission and advise the applicant of this determination. If the Planning Board revises the classification of a project, the processing of the application shall proceed under the revised classification at that meeting and any subsequent meetings of the Planning Board. If the Planning Board reclassifies a project as a major subdivision, processing of the application shall be suspended until the applicant has provided all of the information required for a major subdivision.
2. Mobile home parks are classified as minor subdivisions or major subdivisions based upon the criteria of this section. Projects that are classified as minor subdivisions are subject to a simplified application and review process while major projects are required to provide more information about the activity and its impacts and are subject to a more extensive review process.
3. Any application for mobile home park review that will result in the creation of four (4) or fewer lots or dwelling units shall be classified as a Minor Subdivision and shall be subject to the procedures and standards for minor subdivisions except as provided for in Section 5.7.2.3 below.
4. Any application for mobile home park review that will result in the creation of five (5) or more lots or dwelling units shall be classified as a Major Subdivision and shall be subject to the procedures and standards for major subdivisions.
5. If a mobile home park has been approved in the preceding five (5) years, any amendment to the approved plan shall be classified as a major subdivision if the total number of lots created in any five (5) year period will be five (5) or more.
6. An amendment to a previously approved and recorded mobile home park plan shall be classified as a Minor Subdivision unless the revised plan will result in the creation of five (5) or more lots or is classified as a major subdivision based on Section 5.6.2.3 above.

Review Procedures for Applications for Mobile Home Park Review

1. Applications for mobile home park review that are classified as minor subdivisions shall be reviewed in accordance with the provisions of Section 5.6.4.
2. Applications for mobile home park review that are classified as major subdivisions shall be reviewed in accordance with the provisions of Section 5.6.6.

Submission Requirements for Applications for Mobile Home Park Review

Applications for mobile home park review that are classified as minor subdivisions shall provide the information set forth in Section 5.6.5. The application shall demonstrate compliance with the performance standards for mobile home parks in Section 11.17. The submission requirements of Section 5.6.5 are modified as follows:

1. The subdivision plan shall show the lots on which the manufactured housing units will be located. All lots shall conform to the minimum requirements set forth in the performance standards for mobile home parks in Section 11.17 rather than the requirements for the land use district within which it is located.
2. If the mobile home park will contain any private roads, the road plans required by Section 5.6.5.7.5 shall show the roads designed and constructed in accordance with the performance standards for mobile home parks in Section 11.17 rather than the Town road standards.
3. The application shall contain evidence that the applicant has obtained a license for a Manufactured Housing Community from the Maine Manufactured Housing Board.
4. Applications for mobile home park review that are classified as major subdivisions shall provide the information set forth in Section 5.6.5 and any additional information required by the Planning Board in accordance with Section 5.6.7. The application shall demonstrate compliance with the performance standards for mobile home parks in Section 11.17. The submission requirements of Section 5.6.5 are modified as follows:
 5. The subdivision plan shall show the lots on which the manufactured housing units will be located. All lots shall conform to the minimum requirements set forth in the performance standards for mobile home parks in Section 11.17 rather than the requirements for the land use district within which it is located.
 6. If the mobile home park will contain any private roads, the road plans required by Section 5.6.9.4.13 shall show the roads designed and constructed in accordance with the performance standards for mobile home parks in Section 11.17 rather than the Town road standards.
 7. The application shall contain evidence that the applicant has obtained a license for a Manufactured Housing Community from the Maine Manufactured Housing Board.

Approval Standards for Applications for Mobile Home Park Review

In reviewing applications for Mobile Home Park review the Planning Board shall use the statutory review criteria for subdivisions set forth in Section 5.6.10, including the performance standards for mobile home parks in Section 11.17.