



September 25, 2018

RE: **Plot Plans and Work Permit requirements for
Work being done inside and outside of your home.**

Park Rules require pre-approval from the Park Manager before construction or installation of certain accessory equipment and structures or appliances at your home.

Additionally, building permits, licenses and other similar permission from governmental or quasi-governmental bodies or agencies are required and must be obtained before construction or installation of certain accessory equipment and structures and appliances and all such appliances, equipment and structures must comply with all federal, state and local laws and ordinances.

Only licensed contractors having liability and worker's compensation insurance are permitted to work in the Community and/or install items which are required to be connected to the electrical, gas or water supplies. All work must be approved by Management.

Any work requiring digging, trenching or moving soil on your lot, requires a Plot Plan, electrical and gas utilities to be located and pre-approval by Park Management. **Locating electrical and gas utilities is to be done by a licensed utility locating contractor at applicant's expense with verification submitted to Park Management.**

Failure to obtain approval and/or the required permits may subject the homeowner to fines and civil penalties and result in the accessory equipment, structure or appliance being removed at the homeowner's expense.

For more information refer to HCD Title 25, Chapter 2 of Mobile Home Parks and Installations, the Daly City Building Department, and the Franciscan Park Rules and Regulations.

Jon Hall
Franciscan Park Manager

Lot Plot Plan Instructions

DRAINAGE AND GRADING

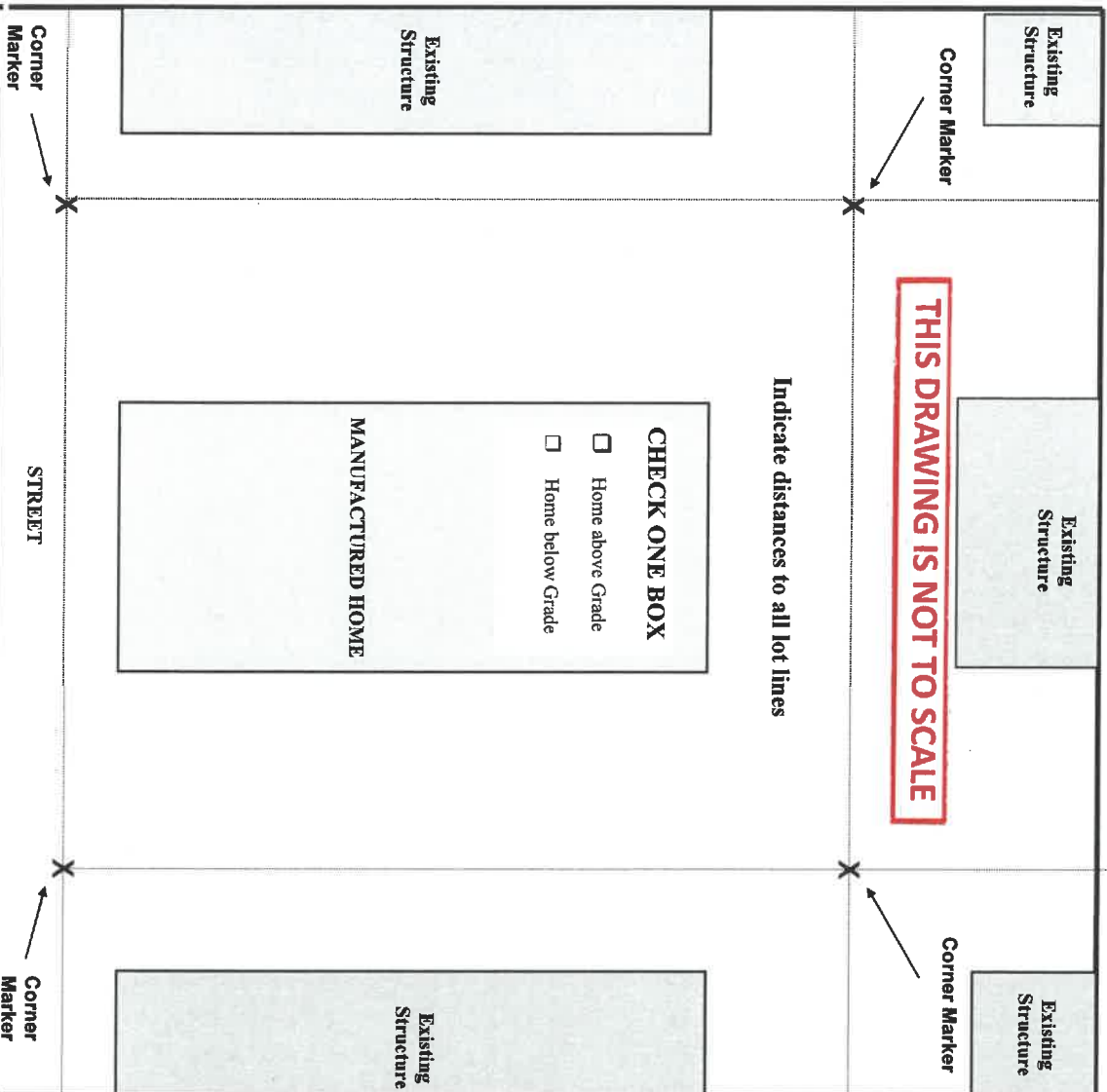
- Each mobilehome lot or site shall be graded to insure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

IMPORTANT INFORMATION

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
 1. A permanent building shall be 10 (ten) feet, measured from the eaves:
 2. Another manufactured home/mobilehome, installed, including eaves,
 - a. Side to side 10 (ten feet)
 - b. Side to rear or side to front 8 (eight) feet
 - c. Rear to front or rear to rear 6 (six) feet
- Within mobilehome parks constructed prior to 9/15/61, (verification required) a 6 (six) foot separation to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
 1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded).
 2. Over main sewer line clean outs.
 3. Within 5 (five) feet of a septic tank.
 4. Within 8 (eight) feet of sewage disposal (leach) fields.
 5. Under overhead insulated electrical conductors, unless 8 (eight) feet of clearance is provided.
 6. So as to restrict access to park electrical equipment, indicate clearances.
 7. Over lot gas risers or meters.
- Additionally, accessory structures shall not be located:
 1. As to restrict access or ventilation of the lot gas risers or meters.
 2. So as to block:
 - a. Required light or ventilation in the manufactured home/mobilehome.
 - b. Required egress windows or exit doors in the manufactured home/mobilehome.
 - c. Access to the manufactured home/mobilehome's fixed appliances.
- All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 (three) feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.
- The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with Title 25, section 1211 or 2211.
- A Flood Plain Ordinance Compliance Certificate (HCD Form 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.
- For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, ALL exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.
- The total occupied area of a lot may not exceed 75% of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways and ramps. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.
- A School Impact Fee Certification (HCD Form 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).

THIS FORM IS NOT A PERMIT

THIS DRAWING IS NOT TO SCALE



- Width and length of lot:** _____ x _____ **Width and length of home** _____ x _____
1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
 2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
 3. Enter length & width of the manufactured home (including eaves) and length & width of lot.
 4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.

LOT PLOT PLAN AND PARK INFORMATION

A) Park Name _____
 Homeowner Name _____ Sp# _____
 Homeowner Address _____ Zip _____
 City _____

B) Design Information:
 Home Amperage: _____ Pedestal Amperage: _____
 Home Voltage: _____ Pedestal Voltage: _____
 Home Roof Load: _____ PSF
 Roof Load for locality: _____ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading?
 YES NO

D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 in the following manner:

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

**STATEMENT OF RESPONSIBILITY
 (ORIGINAL SIGNATURE REQUIRED)**

As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager

State of California
 Department of Housing and Community Development
 Division of Codes and Standards



Northern Area Office
 9342 Tech Center Drive, Suite 550
 Sacramento, CA 95826

Southern Area Office
 3737 Main St. Ste 400
 Riverside, CA 92501

YOU NEED TO SUBMIT THIS TO DALY CITY BUILDING DEPARTMENT AND OBTAIN ALL REQUIRED PERMITS PRIOR TO STARTING WORK.