



Charter Township of Garfield

Grand Traverse County

3848 VETERANS DRIVE

TRAVERSE CITY, MICHIGAN 49684

PH: (231) 941-1620 • FAX: (231) 941-1588

Manufactured (Mobile) Home Replacement Informational Packet

Building & Zoning Department

Building Official

Carl Studzinski cstudzinski@garfield-twp.com

(231) 941-1620

Zoning Administrator

Mike Green mgreen@garfield-twp.com

(231) 941-1620

ENCLOSED DOCUMENTS

1. Demolition permit guidelines
2. Application for Demolition/Removal
3. Application for Land Use Permit
4. Building Department application for manufactured home replacement
5. Section 8.9 of the Garfield Township Zoning Ordinance
6. Section 6.15 Schedule of Regulations (for setback purposes)

GUIDELINES

In order to replace a manufactured (mobile) home you must first receive a demolition permit from the Garfield Township Building Department.

You must first receive a Demolition Permit.

Without first receiving a Demolition Permit, a manufactured home will not qualify for replacement and will be required to meet all ordinance regulations, including the minimum width requirement of 24 feet.

Demolition Permit / Manufactured Home removal

1. Please review the demolition permit guidelines provided in your packet and provide the following to the Building Department:
 - a. A completed application and fee
 - b. Provide proof of utility shutoff (electric & gas companies, Health Department for well and septic or DPW for water and sewer)
 - c. Any other information, as required
 - d. Once all the information has been provided, a Demolition permit will be issued to remove the home from the premises.
2. Contact the Township Building Department for an inspection once the home has been removed from the property.
3. Following an inspection of the property, the permit process can begin for the new home.

Permit for Manufactured Home

1. Please provide the following information to the township for review:
 - a. A completed land use permit application and a plot plan showing the location of the replacement home, dimensions, setbacks from the property lines and right of way.
 - b. A completed application from the Building Department
 - c. A foundation plan (all manufactured homes are required to be placed on a permanent foundation)
 - d. Any applicable permits from agencies with jurisdiction.
2. Once the information has been deemed complete, the departments will process the applications and contact you for signature and payment.
3. An inspection of the foundation is required prior to the placement of the manufactured home.
4. A final inspection is required to finalize the permit once the home is in place.
5. Prior to occupying the home, a Certificate of Occupancy must first be received.



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DEMOLITION PERMITS SECTION 3303

Service utility connections shall be discontinued and capped in accordance with the approved rules and the requirements of the authority having jurisdiction.

Prior to issuance of a demolition permit, the following are required, unless otherwise waived:

- Demolition Permit Application
- Soil and Erosion (if applicable)
- DEQ (for commercial only)
- Well and Septic or DPW (for cut and cap reasons)
- Electrical Services Shut Off Letter
- Gas Service Shut Off Letter

Phone and cable companies should also be notified.

Any demolition of a structure other than a privately owned, privately controlled residence, require a “Notification of Intent to Renovate or Demolish” to be filed with the Asbestos **NESHAP** Coordinator in Lansing, MI. Questions regarding the Asbestos Notification can be directed to the NESHAP, Asbestos Inspector, 517.284.6777.

Cost of a Demolition permit is: \$55.00

See Chapter 33 of the Michigan State Construction Code 2015 for other requirements, such as Protection of Pedestrians, Protection of Adjoining Property and Requirements for Barriers.

- A “Land Use Permit” not required for demolition
- **A Demolition Permit is required for each structure**



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APPLICATION FOR DEMOLITION

1) Owner / Information

Owner: _____

Address: _____

City, State, Zip Code _____

Phone Numbers _____

Applicant /Contractor Information

Applicant: _____

Address: _____

City, State, Zip Code _____

Phone Numbers _____

2) Property Information:

Property Address: _____

Parcel ID #: 28-05-_____ - _____ - _____

Size of structure (please provide dimensions): _____

3) Request to Demolish or Remove:

Manufactured (Mobile) Home: ☐

Commercial Building: ☐

Duplex: ☐

Multi-Family: ☐

Accessory Structure: ☐

Single Family Home: ☐

Industrial Building: ☐

Other: ☐ _____

4) Utility Shut Off:

Prior to the issuance of a Demolition Permit, a Notice of Shut Off shall be provided to the Township for all applicable utilities: **Please provide dates of shut off below and attached copies of the same.**

Electric: _____

Gas: _____

Health Department (Well and Septic): _____

DPW (water & Sewer): _____

5) Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and that the answers and statements herein contained, and the information submitted are in all respects true and correct.

Owner signature

Date

Applicants / Contractor signature

Date



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LAND USE PERMIT APPLICATION

1) Owner / Applicant Information

Owner

Applicant

Address

Address 2

City, State, Zip Code

City, State, Zip Code 2

Phone Number

Phone Number 2

Email

Email 2

An applicant who is acting as the authorized agent for the owner of the property listed above shall provide a date of birth and Drivers License number.

Date of Birth

Drivers License #

2) Property Information

Property Address: _____

Parcel ID #: 28-05- _____

Subdivision Name: _____ Lot#: _____

Proposed Use: _____ Current Use: _____

Setbacks: F _____ LS _____ RS _____ R _____ Bldg Height: _____

3) Request

Single Family Home: _____ Duplex: _____ Multi-Family: _____ Change of Use: _____

Commercial Bldg: _____ Industrial Bldg: _____ Grading: _____ Road: _____

Accessory Structure: _____ Addition: _____ Deck: _____ Other: _____

Description: _____

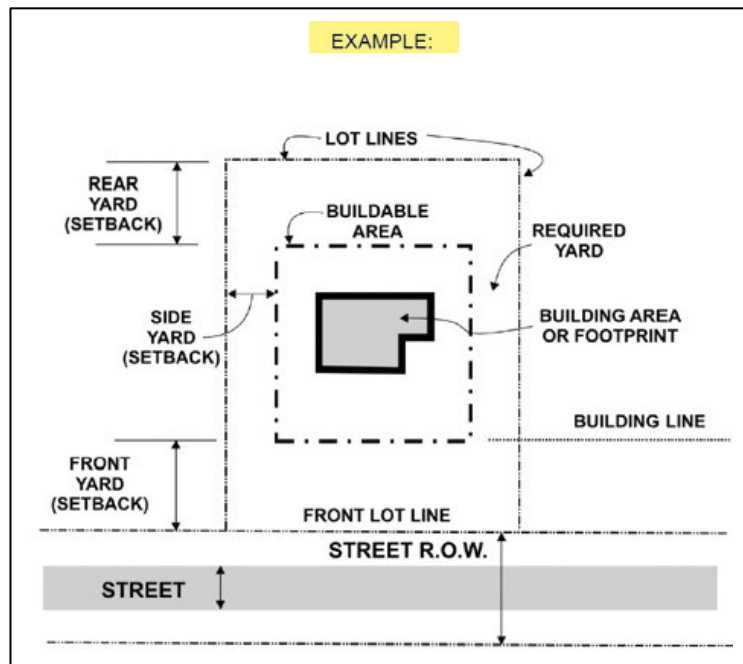
4) Permits:

The following agency permits are required (if applicable) prior to the issuance of a Land Use Permit and at the time of submittal of the application:

- Soil Erosion Permit
- Health Department (well/septic) or DPW Permit (water/sewer)
- Driveway Permit (Road Commission or M-DOT)
- MDEQ & Great Lakes Energy Permits
- METRO Fire Site Plan Review

5) Dimensional Site Plan:

Please provide a detailed sketch is required, which includes all structures on the property, proposed structures with dimensions, parcel dimensions, setbacks, Road Right of Way, and height. See example below.



6) Affidavit:

The undersigned affirms that he/she or they is (are) the owner, or authorized agent of the owner, involved in the application and all of the information submitted in this application, including any supplemental information, is in all respects true and correct. The undersigned further acknowledges that willful misrepresentation of information will terminate this permit application, and any permit associated with this document.

Owner Signature

Print Name

Date

Applicant Signature

Print Name

Date

:: Office Use ::

Approved By:

**Date
Stamp**

SECTION 617 MANUFACTURED HOMES IN RESIDENTIAL DISTRICTS

It is the purpose of this Section to establish reasonable requirements for manufactured homes located outside of licensed manufactured home parks and in the Agriculture and RR, R-1 and R-2, R-3 residential districts.

A. Regulations and Conditions

(1) All manufactured homes permitted by this section shall:

- (a) Meet the requirements of federal and state guidelines related to manufactured homes.
- (b) Meet the minimum cross sectional structure width of 24 feet at the time of placement.
- (c) Be located on an approved lot and meet all Health Department, DPW, Soil Erosion and other applicable agency requirements.
- (d) Remove all towing mechanisms within 10 days of installation and prior to occupancy of the structure. Under no circumstance shall the undercarriage or chassis be exposed.
- (e) Incorporate a perimeter wall constructed of concrete or conventional building materials to prevent the entrance of rodents, control heat loss and contribute to aesthetic compatibility with surrounding structures.

(2) Each manufactured dwelling shall be aesthetically compatible in design and appearance

with other residences in the vicinity, particularly with regard to foundation treatment, siding and roofing materials, and perimeter walls.

- (a) The compatibility of design and appearance shall be determined by the Garfield Township Zoning Administrator. The Zoning Administrator shall base his or her decision on the character, design, and appearance of residential dwellings in the neighborhood.

(3) Zoning Standards

Any manufactured home on an individual lot shall conform to the same building setback standards, side and rear yard requirements, standards for enclosures, structure width, access, vehicle parking, and square-footage standards and requirements that would be applicable to a conventional, single-family residential dwelling on the same lot.

(4) Foundation: The dwelling shall be attached to a permanent foundation system in compliance with the following requirements:

- (a) The foundation shall be excavated and shall have continuous skirting or backfill leaving no uncovered open areas excepting vents and crawl spaces. The foundation shall either not be located above grade or shall include masonry skirting; and
- (b) Be installed pursuant to the manufacturer setup instruction and shall be secured to the premises by an anchoring system, block foundation, or device complying with the rules and regulations of the Michigan Manufactured Home Commission.

(5) Orientation To the extent possible, manufactured homes that are narrower than twenty (24) feet in width shall be oriented on the lot so that its long axis is parallel to the street.

B. Replacement Legally existing non-conforming manufactured homes may be replaced when located outside of licensed manufactured home parks in the Residential and Agriculture districts provided the following requirements can be met:

(1) The existing manufactured home first receives a Demolition Permit from the Garfield Township Building Department for the removal of the existing manufactured home.

- (a) Failure to comply with (1) above will nullify the right of a property owner to replace the manufactured home and will require any replacement manufactured home to meet the minimum width requirement of the district at the time of replacement.

(2) Following the approval of a demolition permit, and all applicable land use and building permits, the applicant may replace the manufactured home with another manufactured home that does not meet the minimum width requirement of 24 feet, provided the replacement unit is not less in cross sectional width than the existing unit and, as a consequence of the replacement activity, all other requirements of the Section 617 can be met.

(3) Manufactured homes subject to replacement under this section shall be replaced within six (6) months from the time of their removal from the property.

Section 8.9.3 Qualifying Conditions:

Each mobile home shall bear a label required by Section of the Federal Mobile Home Procedural and Enforcement Regulation.

- (1) Each mobile home shall be installed pursuant to the Manufacturer setup instruction and shall be secured to the premises by an anchoring system or device complying with the rules and regulations of the Michigan Mobile Home Commission.
- (2) Within ten (10) days following installation, all towing mechanism shall be removed from each mobile home. No mobile home shall have any exposed undercarriage or chassis.
- (3) Each mobile home shall have a permanent perimeter wall of conventional building materials which shall prevent the entrance of rodents, control heat loss and contribute to aesthetic compatibility with surrounding structures.
- (5) Each mobile home may have within the perimeter wall a full or partial basement; any space not occupied by a basement may be used as a crawl space for storage purposes.
- (6) All construction and plumbing, electrical apparatus, and insulation within and connected to each mobile home shall be of a type and quality conforming to the "Mobile Home Construction and Safety Standards" as promulgated by the United States Department of Housing and Urban Development, being 24 CFR 3280, as from time to time amended. Additionally, all dwellings shall meet or exceed all applicable roof snow load and strength requirements.
- (7) Exterior finish; light reflection: Any materials that are generally acceptable for housing built on the site may be used for exterior finish if applied in such a manner as to be similar in appearance; PROVIDED, however, that reflection from such exterior shall not be greater than from siding coated with clean, white, gloss, exterior enamel.
- (8) Minimum Width: The minimum cross sectional width shall be 24 feet.
- (9) Each mobile dwelling shall be aesthetically compatible in design and appearance with other residences in the conterminous area as defined in Section 3.2, particularly with regard to foundation treatment, siding and roofing materials, and perimeter walls. Compatible materials such as siding, screen walls, etc. may be added to assure aesthetic compatibility with other structures.
- (10) The compatibility of design and appearance shall be determined by the Garfield Township Code Enforcement Officer. The Code Enforcement Officer shall base its decision on the character, design, and appearance of residential dwellings on conterminous areas of the Township.
- (11) Deleted. 5/10/97

| SECTION 6.15 SCHEDULE OF REGULATIONS | | | | | | | | | | |
|---|--|---|---------------|-----------------------------|---|-------|-----------------------|---|---------|-----------------------|
| SECTION 6.15.1 SCHEDULE LIMITING HEIGHT, BULK, DENSITY, AND EAR BY ZONING DISTRICT: | | | | | | | | | | |
| | | Minimum Zoning Lot or Land Use Size per Dwelling Unit | | Maximum Height of Structure | Minimum Yard Set Back (Per Lot in Feet) | | | Maximum % Lot Areas Covered by All Structures | | Minimum Cross Section |
| Item | Zoning District | Area in Square Feet | Width in Feet | Height - Stories | Height in Feet | Front | Each Side | Rear | Percent | Width in Feet |
| (1) | R-1A One Family Rural Residential | 1 Acre (A) | 110 (B) | 2½ | 35 | 30 | 15 | 35 (O) | 20% | 24 |
| (2) | R-1B One Family Rural Residential Without Public Sewer | 20,000 | 100 (A, B) | 2½ | 35 | 30 | 10 | 30 (O) | 30% | 24 |
| | R-1B One Family Rural Residential with Public Sewer | 15,000 (R) | 100 (A, B) | 2½ | 35 | 30 | 10 | 30 (O) | 30% | 24 |
| (3) | R-1C One & Two Family Residential | | | | 35 | 30 | 10 | 30 (O) | 30% | 24 |
| | R-1C One Family or Semi-detached without Public Sewer | 15,000 (A) | 100 (A, B) | 2½ | 35 | 30 | 10 | 30 (O) | 30% | 24 |
| | R-1C Two Family or Semi-detached without Public Sewer | 13,500 | 80 (A, B) | 2½ | 35 | 30 | 10 | 30 (O) | 30% | 24 |
| | R-1C One Family with Public Sewer | 12,000 (A, R) | 80 (A, B) | 2½ | 35 | 25 | Total 15' with min 5' | 25 (O) | 30% | 24 |
| | R-1C Two Family or Semi-detached with Public Sewer | 10,000 (A)° | 75 (A, B) | 2½ | 35 | 25 | (N) | 25 (O) | 35% | 24 |
| (4) | R-1M Multiple Family Residential | (C) | 70 (Q) | 3 | 40 | 25 | 10 | 30 | 35% | 24 |
| (5) | R-1MH Mobile Homes | (M) | (M) | (M) | (M) | (M) | (M) | (M) | (M) | |

| | | Minimum Zoning Lot or Land Use Size per Dwelling Unit | | Maximum Height of Structures | | Minimum Yard Set Back (Per Lot in Feet) | | | Maximum % Lot Areas Covered by All Structures | Minimum Cross Sections |
|----------|-----------------------------------|---|---------------|------------------------------|----------------|---|-----------|------|---|------------------------|
| Item No. | Zoning District | Area in Square Feet | Width in Feet | Height-Stories | Height in Feet | Front | Each Side | Rear | Percent | Width in Feet |
| (6) | C-1 Local Business | 10,000 | 70 | 2 | 28 | 25 (D) | (E) | 30 | - | |
| (7) | C-1-O Professional & Comm. Office | 10,000 | 70 | 2 | 22 | 25 (D) | 20 | 30 | - | 24 |
| (8) | C-2 General Business | 15,000 | 100 | 2½ | 35 | 40 (F) (G) | (E) | (E) | - | |
| (9) | C-3 Highway Service | 10,000 | 700 | 2 | 28 | 50 | 20 | 30 | -- | |
| (10) | C-4 Planned Shopping Center | (H) | (H) | (H) | (H) | (H) | (H) | 30 | -- | |
| (11) | M-1 Industrial | - | 150 | 3 | 40 | 40 (I) | 15 | 20 | -- | |
| (12) | A-1 Agricultural | 1 acre (A, K, P) | 110 | 2½ | 35 (1) | 30 | 20 | 35 | (S) | 24 |
| (13) | P-1 Vehicular Parking | (H) | (H) | (H) | (H) | (H) | (H) | (H) | -- | |
| (14) | M-2 Limited Industrial | 40,000 | 125 | 2½ | 35 | 35 (I) | (J) | 20 | -- | |