

REQUIRMENTS FOR PLACEMENT OF MANUFACTURED HOMES

Every applicant seeking to place a manufactured home within the zoning jurisdiction of the City of Devine shall provide the following information or documents at the applicant's expense on a form provided by the city when making their application:

1. Proposed site must be Zoned B. Single Family Residence District or greater. No more than one (1) manufactured home shall be permitted on one (1) lot. Placement of multiple manufactured homes on a single property requires development as a Manufactured Home Park.
2. Legal description of proposed site and Tax ID number.
3. A diagram of how the home will be placed on the property and/or a survey of the property with the proposed building location indicated. (It is recommended that the survey pins be located on the property; if you are unable to locate them, a surveyor should be hired to locate/set survey pins. A list of surveyors in Medina County can be obtained at the City Office.) A survey is not required for placement in a platted Manufactured Home Park.
4. If the proposed site is on acreage, you will have to hire a surveyor to survey the land. A Pre-application Conference, as required by the city's subdivision ordinance, will need to be scheduled with the property owner and a registered surveyor. Contact the City Office (830-663-2804) for more information.
5. If the proposed site is located within the 1% Annual Flood Chance Area, commonly referred to as the Floodplain, other requirements apply. Contact the City Office for more information.
6. The lot size must meet the zoning requirements. The lot size and setback is dependent on particular zoning requirements.
7. Written authorization of the owner of the land where the home is to be located authorization the placement of the home. This is only in the event that the applicant does not own the land.
8. Photographs of the manufactured home taken from all sides of the home.
9. Social Security number of the applicant.
10. Drivers license number of the applicant if the applicant has a driver's license.
11. The names and addresses of the owner of record of the manufactured home.
12. The names and addresses of any lienholder holding liens on the manufactured home.
13. The name of the manufactured of the manufactured home.
14. The model name of the manufactured home.
15. The number of sections of the manufactured home.
16. The label/decal number of the manufactured home.
17. The serial number of the manufactured home.

18. The weight of the manufactured home.
19. The size of the manufactured home.
20. The year the home was manufactured.
21. The (market) value of the manufactured home.
22. Licensing in accordance with state law and contact information is required for the installer, and electrical, plumbing, and HVAC contractors.
23. The Manufactured home must be skirted within 60 days of placement within the zoning jurisdiction of the city. The home shall be skirted the plastic, metal or wood material commonly used to skirt manufactured homes. The color must be compatible with the color of the home. The applicant shall be responsible for skirting the home. Failure to skirt the manufactured home may result in charges being filed in municipal court for ordinance violation.
24. Applicant must pay for all permits, fees, water and sewer taps and utility deposits required for all services. Check with the Utility Department (830) 663-2804 to see if there will be a service availability charge to determine the cost of any needed tap(s).
25. West Texas Gas, Inc. operates that Gas System in the City of Devine.
**West Texas Gas Inc.: Somerset Office: 1-830-701-3391;
Main Office: 1-888-800-7774**
26. The City of Devine does not operate the electrical distributions system in Devine. AEP maintains the distribution system, and there are numerous electrical providers to choose from. A list of providers is available at the City Office or, if you have internet access, you can visit www.powertochoose.com to compare rates for the different electrical companies.
27. Applicant must allow for a minimum of 5 working days for the city to review everything.
28. Moving manufactured home(s) into the city before obtaining the required permits and paying the required fees may result in the manufactured home having to be removed or repositioned on the property, the permit fees being double, and/or charges being filed in municipal court for ordinance violation.

Application is attached.