

HARNETT COUNTY DEVELOPMENT SERVICES
PLANNING SERVICES

Manufactured Home Park Guide

MAY 2022

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General Information



What is a manufactured home park?

A manufactured home park is a parcel of land, adjoining parcels of land, or a group of lots within 500 feet of each other in single/same ownership designed to provide three (3) or more manufactured homes or spaces or any combination of homes and spaces. One (1) lot, solely established for the primary residence of the park owner(s), may be established on a parcel adjacent to a permitted manufactured home park.



Manufactured Home Park Development



What does it take to develop a new manufactured home park?

01

Step 1: Pre-Development Meeting

A 'no-fee' meeting scheduled by the project coordinator will initiate a review of the conceptual plan involving planning, utilities, environmental health, fire marshal, etc. This meeting is informal and typically diminishes issues/concerns ahead of time.

- Site Plan Requirements - Go to Article III, Section 4.1.4 in the Unified Development Ordinance.

02

Step 2A: Ensure Proper Zoning

Manufactured home parks are allowed only as a special use within RA-20M zoning districts.

If current zoning does not allow for a manufactured home park, a potential rezoning can be requested. A two-step public hearing process involving the Planning Board and then the County Commissioners assigns land to a different zoning category involving regulations on use and development.

Step 2B: Obtain a Special Use Permit

Special uses can be types of developments that may not be compatible with all surrounding areas, so one must obtain a special use permit from the Board of Adjustment via a quasi-judicial, public hearing process.

03

Step 3: Obtain Site Plan Approval

A site plan is a map/drawing that details how the structure(s) will be oriented on the property and how all required developmental improvements will be performed.

Manufactured Home Park Development



What does it take to develop a new manufactured home park?

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Step 4: Install Required Improvements

After site plan approval, construction can begin on the project. This would include but is not limited to clearing of the land and installation of improvements such as public water/sewer lines, roads, sidewalks, etc.

- Improvement Standards – Go to Article V, Section 11.6.2 of the Unified Development Ordinance

05

Step 5: Zoning Inspection

Upon completion of construction of the manufactured home park or each phase, the developer shall then apply for a certificate of zoning compliance via a zoning inspection.

A zoning inspection ensures that everything shown on the site plan has been installed accordingly.

All manufactured home parks shall maintain a valid certificate of zoning compliance. A certificate of zoning compliance issued to the owner of the manufactured home park shall constitute the authority to utilize the property as a manufactured home park in accordance with the Unified Development Ordinance.

- The certificate of zoning compliance shall expire after a two (2) year period or at the transfer of ownership of the park to a new owner(s), whichever comes first, and shall be renewed to remain valid.
- The Planning Department shall withhold all permits to parks without a valid certificate of zoning compliance.

Continued Operations of an Existing Manufactured Home Park

Transfer of Ownership

After purchasing an existing manufactured home park, the new owners must:

Step 1: Contact Harnett County Planning Department

- The new owners must notify the department of the change in ownership. The Planning Department will then direct the new owners on their options and next steps.
- If the new owners plan to change the park's name, they must notify the GIS/E-911 Department and gain approval.

Step 2: Notify Harnett County Tax Department

- The new owners must contact the Tax Department to provide notification of the change in ownership and park information.

Step 3: The Inspection Cycle

- An initial courtesy inspection will be performed upon notification of a transfer of ownership.
- The Planning Department will then assess the park using the manufactured home park checklist, and the Environmental Health Department will perform its initial inspections.

Step 4: Certificate Granted

- After inspection approvals are verified, the Planning Department will issue a new certificate of compliance for the manufactured home park.

Continued Operations of an Existing Manufactured Home Park

Inspection Cycle

Annual Requirement

- ***Registration of Occupants:*** Every manufactured home park owner shall maintain an accurate register containing a record of all occupants, owner(s) of manufactured homes, and a description of each home in the park. The register shall be available for inspection at all times by authorized County representatives. In accordance with NC General Statute 105-316(a)(1), park owner(s) shall furnish to the County Tax Supervisor a copy of the register before January 1st of each calendar year.

Biannual Requirements

- ***Public Health:*** All manufactured home parks in Harnett County shall be inspected by the Harnett County Department of Public Health at least once every two (2) years. The certificate of zoning compliance of parks with sewage problems based on current 15A NCAC 18A.1900 may be revoked upon request of the Harnett County Department of Public Health.
 - ***Validation of Sanitary Sewage System:*** Upon determination that an existing sanitary sewage system has a valid operation permit or a valid certificate of completion and is operating properly in a manufactured home park, the Harnett County Department of Public Health shall issue authorization in writing for a manufactured home to be connected to the existing system and to be occupied following the requirements set forth in the Unified Development Ordinance and by the Harnett County Department of public health.
- ***On-site Inspection:*** A Harnett County representative shall perform an on-site inspection to verify that all park regulatory requirements are adhered to. The representative shall visit the park and physically inspect lots to ensure compliance with the regulation.

Continued Operations of an Existing Manufactured Home Park

Requirements

General Provisions

- To view a full list of general provisions, refer to Article V, Section 11.6.1 in the Unified Development Ordinance, located at harnett.org/planning.

Alteration of Parks

Expansion

Existing parks shall not be allowed to alter or expand the number of lots or acreage unless the park receives approval as required by Subsection “Manufactured Home Park Site Plan” of Article III “Development & Subdivision Review, Permitting, & Approval Requirements” and complies with the requirements outlined in the Unified Development Ordinance.

Reduction

Any reduction of the total number of lots shall require the issuance of an amended certificate of zoning compliance. The voluntary surrender of a lot(s) is irreversible. The transfer of a manufactured home space or spaces either by sale or by any other means within the manufactured home park is prohibited.

Termination

Termination of a manufactured home park shall be in accordance with the parameters outlined in Article V, Section 11.6.4 of the Unified Development Ordinance. All expenses incurred shall be the responsibility of the park owner(s). The manufactured home park termination process is as follows:

1. Manufactured home park owner(s) shall remove, or cause to be removed, all manufactured homes and other structures from the said park.
2. Park owner(s) shall submit a complete application to the Harnett County Planning Department.
3. Upon receipt of a complete application, the administrator, or his designee, shall perform an inspection of said manufactured home park. All other required inspections or reviews of other county, local, and state departments shall be the responsibility of the owner(s) to coordinate.
4. Following approvals of all required inspections, the manufactured home park shall be terminated, and all required documentation shall be filed with the Planning Department.

Fees for Manufactured Home Parks

Inspection Fees

- Base fee: \$150
- Additional lot charge of \$7 per lot

Re-Inspection Fees

- \$50 per inspection

Enforcement for Manufactured Home Park

Violations & Inspection Failures

- If there is a violation of the ordinance, there is an investigation/inspection of the manufactured home park.
- If there is a failure on the first inspection, there is a 30 day compliance period until a re-inspection is performed. This cycle continues until compliance is met or until a six-month period is surpassed, resulting in the loss of grandfathered rights and privileges.
- Owners risk receiving civil citations in the amount of \$100 for failing to obtain the permit.
- If the manufactured home park fails to comply within the six-month period of inspections, all future permits will be withheld.

Enforcement for Manufactured Home Park

Common Violations

Common Violations that lead to inspection failure which result in enforcement actions

- Recreation vehicles as a permanent residents
 - Examples



- Storage of abandoned or junk vehicles
 - Examples



- Presence of abandoned home
 - Examples



Enforcement for Manufactured Home Park

Common Violations

- Storage of possessions and equipment under the manufactured home
 - Examples



- Noncompliant skirting on structures
 - Examples



- Improper waste disposal areas
 - Examples



Enforcement for Manufactured Home Park

Helpful Tips

- Get recertified as the certificate of zoning compliance shall expire after a two (2) year period or the transfer of park ownership, whichever comes first, and shall be renewed to remain valid.
- Be aware of biannual inspections. All manufactured home parks in Harnett County shall be inspected by the Harnett County Planning Department and Harnett County Public Health Department at least once every two (2) years.
- Ensure conditions within the park adhere to the regulatory guidelines of the Unified Development Ordinance.
- Have compliant skirting with interlocking edges installed around the perimeter of the home. Skirting shall be consistent in appearance, in good condition, continuous, permanent, and unpierced except for ventilation and access.
- The reduction of the total number of lots within a park shall require the issuance of an amended certificate of zoning compliance. The transfer of a manufactured home space or spaces either by sale or by any other means within the manufactured home park is prohibited.
- Avoid putting off compliance. If there is a violation within the park and it is not resolved within a six-month period, the Harnett County Planning Department shall engage in enforcement action, including civil citations and the discontinuance of manufactured home park operational privileges.
- Manufactured home parks are designated for residential purposes only, excluding facilities related to the maintenance of the park.
- Ensure the annual tax listing form is completed and submitted to the Harnett County Tax Department prior to park inspection.



While this document does contain actual language from the Harnett County Unified Development Ordinance, it should not be considered a substitute for any of Harnett County's regulatory documents. This document was created to serve as a guide to the screening and buffering techniques and requirements within Harnett County, and we ask that you please seek the relevant ordinance for a complete list of requirements.

CONTACT

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