

ZONING BOARD OF ADJUSTMENT

Minimum guidelines for a manufactured home as a permanent structure

Single family manufactured homes in existing subdivisions are appropriate in areas characterized as having a significant amount of vacant lots and having shown no sign of development for several years.

(a) General provisions

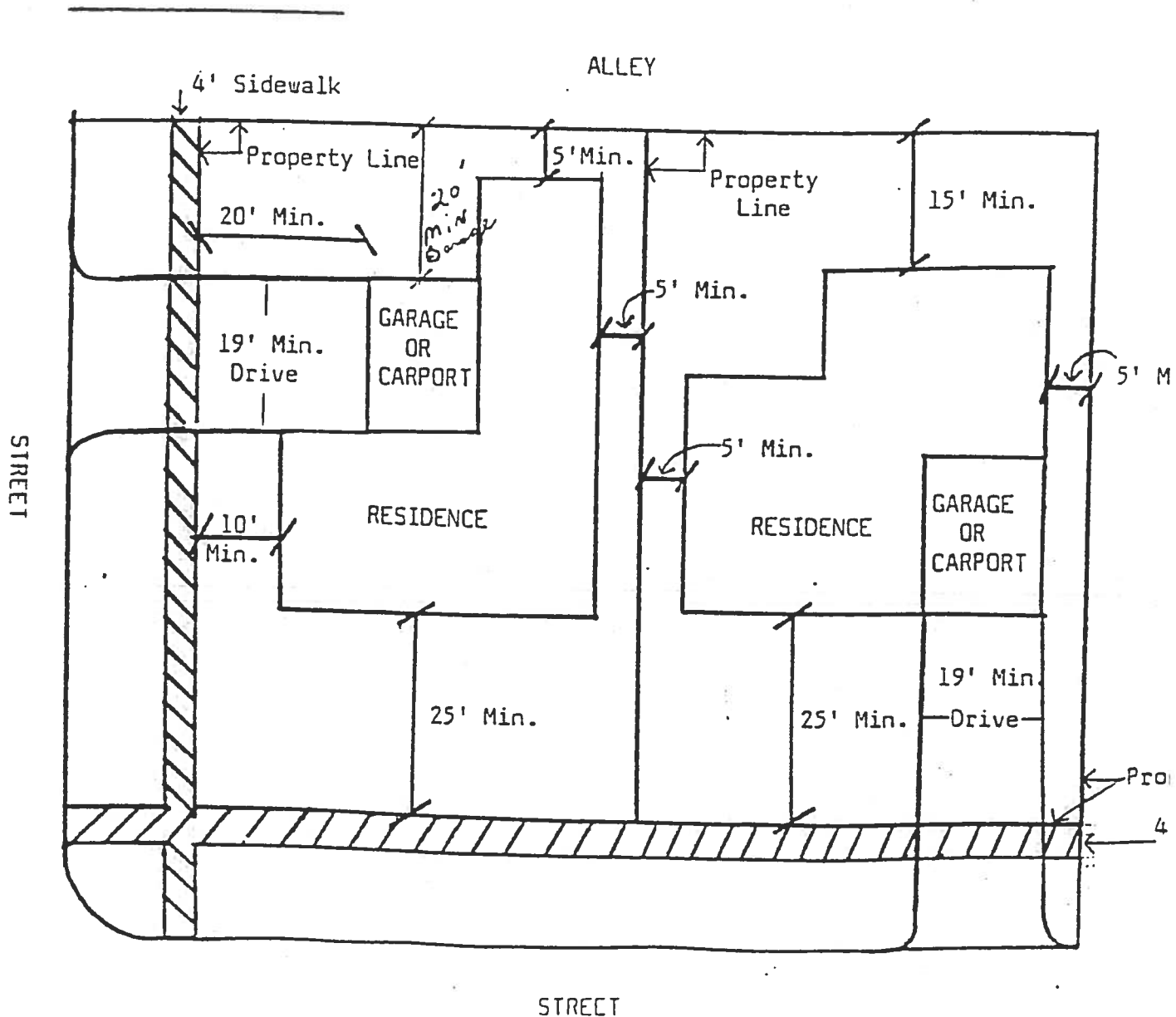
1. The property and the structure must be under common ownership.
2. The area under the manufactured home shall not be used for storage of any kind. The crawl space under the manufactured home shall be completely enclosed [see # (b)3.]
3. The development lot and all structures shall comply with all applicable City of Lubbock Code requirements for a single-family residential development.

(b) Siting requirements

1. The main entry door shall face the street on which the home is located, except when the home qualifies for a perpendicular or diagonal placement on the lot. The home must be oriented on the lot so that its long axis is parallel with the street, except when the home qualifies for a perpendicular or diagonal placement on the lot. A perpendicular or diagonal placement may be permitted if there is a building addition so the narrow dimension of the home, as so modified and facing the street, is no less than fifty (50) percent of the home's long dimension. A paved walkway shall be installed connecting the front door to the adjacent street right-of-way or to the driveway.
2. The home shall have a gable or hip roof with a pitch of at least a 3 inch rise in a 12 inch run or greater. The roof shall be covered with material that is residential in appearance, including but not limited to, approved wood, asphalt composition or fiberglass shingles, and metal tile or standing seam panels, but excluding smooth, or corrugated metal, fiberglass, or plastic panels.
3. The exterior surface and window treatments shall, to the maximum extent possible, be architecturally compatible with those of neighboring properties. Exterior wall surfaces shall not be smooth, ribbed or corrugated metal, fiberglass, or plastic panels. The exterior covering must be uniform in materials, color, texture, grain and appearance. The exterior covering must completely enclose the crawl space under the manufactured home by extending the full length of the wall all the way to the ground. However, when a solid concrete or masonry perimeter foundation is used, the exterior covering material need not extend below the top of the foundation. A stem wall of brick, stone or stucco, extending from at least the bottom of the structure to the ground will be considered an appropriate substitute for the required uniform exterior covering.
4. The tongue and running gear, including axles, shall be removed.
5. A permanent set of steps leading to a permanent porch or landing that is a minimum of twenty-five (25) square feet in area, with the smallest dimension being no less than three (3) lineal feet shall be set at each exterior door. Each porch, landing, and stairs must provide guardrails and handrails complying with the building code as adopted by the City of Lubbock. Porches that are more than 30 inches in height must have an approved guardrail and stairs with 4 or more risers must have approved handrails.

The minimum front yard setback shall be 25'. Lots which front onto cul-de-sac streets shall have their front yard setback the same distance from the sidewalk or curb as established for those lots which do not front onto cul-de-sac streets. However, in no event shall any residence have their front yard setback less than 15' and less than 20' for a garage. The minimum rear yard setback shall be 15' except that a one-story wing or extension may be built to within 5' of the rear lot line provided that the one-story wing or extension is not more than half the total width of the residence. There shall be a minimum side yard setback of 5' on each side of the structure except on corner lots the minimum side yard adjacent to the street shall be 10' and for a garage fronting onto a side street it shall be 20' off the street property line. Tool or storage houses not exceeding 200 sq. ft. in area or 8' in height with electrical utilities only may be erected on the rear property and/or side property lines, with no minimum setback from those property lines at any location in the rear yard. No portion of overhand (roof, cornice, eave or sill) may project past any property line.

RESIDENTIAL SETBACK REQUIREMENTS (SAMPLE)



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Property owner: _____

Homeowner: _____

Comments: _____

How will the crawl space under the manufactured home be enclosed? (stem wall of brick, stone, or stucco or continue the same material with which the home is sided) _____

Please provide a site plan showing the following:

1. Dimensions of the property
2. Dimensions and orientation of all structures on the property
3. All doors into and out-of the structure
4. All permanent steps and porches
5. Setback distances from all property lines to the structures
6. Private sidewalks on the property
7. Public sidewalks adjacent to the property (unless waived by the Building Board of Appeals)
8. Paved driveway capable of parking two automobiles (show dimensions of driveway)

Please provide an elevation of the structure showing:

1. Roof line
 - pitch
 - roofing material
2. Exterior covering
 - material
 - color
 - texture
 - grain

(pictures can be used to show details of the structure to be moved onto the property)

Additional comments: _____

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Check list

Setbacks:

front	_____	_____
side	_____	_____
rear	_____	_____

Orientation of structure: _____

Comments: _____

Orientation of front door: _____

Paved driveway: size _____

Permanent steps and porch or landing: location: _____, size _____

location: _____, size _____

location: _____, size _____

Private sidewalks on property: _____

Public sidewalks adjacent to property: _____ Building Inspection _____

Exterior covering: _____

Roof

Pitch _____

Material _____

Additional comments: _____

Requirements for obtaining a permit and Final Inspection for a
single family manufactured home

Do not allow a manufactured home company or mover to place a unit on your lot until you have checked on and understand all the items noted in this packet.

Before moving a manufactured home on a lot please come to room 106 or room 107, Lubbock Municipal Building, 1625 13th Street to check about the following:

ZONING

Before moving a manufactured home on a lot you must first make sure the lot is located in the proper zoning district or obtain approval from the Zoning Board of Adjustment. Minimum guidelines for the placement of manufactured homes can be obtained from the City of Lubbock Planning Department (room 107).

PLATTING

The property must be platted before a building permit can be issued. The platted status of a lot can be checked in the Planning or Water Utilities Departments (room 107).

UTILITIES

1. Costs associated with provision of services: Water Utilities Department (room 107).
Water pro rata – assessment for building the water system.
Sewer pro rata – assessment for building the sewer system.
2. Costs associated with tapping public lines: Water Utilities Department (room 107).
water and sewer tap fees – fee for setting a water meter or tapping the sewer line.
3. Private costs:
Private water and sewer lines. On the lot, the homeowner is responsible for paying a plumber for installation of the lines from the home to the public lines.

BUILDING PERMITS

Prior to any manufactured home being moved on a lot, you or your contractor will be required to obtain all required permits from the Building Inspection Department. The Building Inspection Department (room 106) will need the following items before they can issue a permit for your home:

1. Site plan and building elevation showing that the minimum guidelines as adopted by the Zoning Board of Adjustment and all development standards are going to be met.

Your site plan should include:

- a. Sidewalks adjacent to the streets (unless waved by the Building Board of Appeals)
- b. Two (2) paved off-street parking spaces (minimum 18 feet wide by 20 feet deep) and driveway.
- c. Sidewalk from paved off-street parking spaces to front door.
- d. The distance all structures will be from the front, side and rear property lines. For inspection purposes, a licensed Texas surveyor must stake all property lines on the ground. **The back of the street curb is NOT the property line.**
- e. Location of private utility lines
- f. Size and location of permanent steps and porches set at each exterior door.

Your building elevation should include:

- a. Exterior finish material.
 - b. Skirting material – brick, stone, stucco or continue the same material that the home is sided with, running the same direction, to the ground.
 - c. Roofing material and roof pitch
2. Survey certificate issued by a registered surveyor

FINAL INSPECTION

Utilities for your home will NOT be turned on until all City of Lubbock codes and minimum guidelines are met and inspected by the Building Inspection Department

Some of the items included in the inspection process are:

(for more information please contact the Building Inspection Department, room 106)

1. Siting inspection, this inspection is to insure that the manufactured home is placed the proper distance from the property lines. For inspection purposes, a licensed Texas surveyor must stake all property lines on the ground. **The back of the street curb is NOT the property line.**
2. Water and sewer line inspection, licensed plumber with a permit must oversee installation of private water and sewer lines from the home to the public lines or well / septic system.
3. Gas line inspection, licensed plumber with a permit must oversee the installation of private gas lines from the home to the public (Energas) gas lines or propane / butane source. Licensed plumber is required to provide a pressure check of the gas system.
4. Electric inspection, the home must have approved connections from the wiring panel to the meter base installed by a licensed electrician.
5. Final inspection, the site must have all items required by the City of Lubbock Code of Ordinances and minimum guidelines installed prior to a final inspection. Some of the items included in this inspection are porches; method of exterior finish materials (brick, stone, stucco, or uniform finish), finished paved off-street parking, finished sidewalks, and all other minimum guidelines and ordinance requirements.

The City of Lubbock Building Inspection Department does not inspect any items in the interior of the structure or the manner in which the structure is attached to the ground. The home shall be manufactured and installed, in accordance with all state and federal laws and regulations, by an installer licensed by the State of Texas.