



TOWN OF QUARTZSITE PLANNING AND ZONING

Mobile/Manufactured Home/Park Model Application

WHERE TO START

- Check your deed for restriction and easements. Restriction might be: Public utility easements, public right-of ways, and mortgage or tenant rights of approval.
- Find out your zoning & set backs.
Zoning districts are very exact about the use to which may be put on your property. There are also regulations on how close you can build to your property line. Check with your Planning and Zoning Office and Homeowner Association.
- Draw your plot plan.
You can get a copy of a map with your exact property lines from your Planning & Zoning Department. A list of items to be shown on your plot plan is enclosed with our permit application. If you have a homeowner association you will need an approval signature on the plot plan.
- Check for local building codes.
- For installation of manufactured homes we have a copy of the Consumer Installation Guidebook in the Planning & Zoning Office.
- Copy of your original sales contract (permit is required for all accessory structure not included on the contract.)
- Permit is required for Gas line installation.
- Permit is required for Electrical Clearance and Pedestal Installation
- If you are moving from one parcel to another in Quartzsite a copy of form 504 is required from the County Assessors Office.
- Tie downs are required.
- Ground set installs with retaining wall, require plans to be submitted to State for approval and must be onsite at time of inspection.
- Slabs must meet state design requirements (4000 psi)
- Homeowner Association/RV or Mobile Home Park Approval (if applicable)
- Floodplain Elevation Certificate (if applicable)
- Permit card must be posted on job site at all times.
- Application must be completed in full.

PLEASE CALL THIS DEPARTMENT 24 HOURS PRIOR TO INSPECTIONS.



TOWN OF QUARTZSITE

MOBILE / MANUFACTURED HOME INSTALLATION APPLICATION

P.O. Box 2812, 465 N. Plymouth Ave.

Quartzsite, Arizona 85346

Ph. (928) 927-4414 Fax (928) 927-4400

Permit # _____

Owner Name _____ Mailing Address _____
City, Town _____ State _____ Zip _____ Email _____
Phone _____ Fax _____ Cell Phone _____

Park Name _____ Installation Address _____
Home Owners Association or Park Owners Approval (if Applicable) _____

Unit Manufacturer _____ Date of Mfg. Or Year _____ Value _____
Unit Serial # _____ Size _____ Model _____

Unit Installer's Name _____ Email _____
Address _____ City _____ State _____ Zip _____
License# _____ License Class _____ State Tax ID# _____
Phone# _____ Fax # _____ Cell Ph.# _____

Accessory Installer's Name _____ Email _____
Address _____ City _____ State _____ Zip _____
License# _____ License Class _____ State Tax ID# _____
Phone# _____ Fax # _____ Cell Ph.# _____

Dealer's Name _____ Email _____
Address _____ City _____ State _____ Zip _____
License# _____ License Class _____ State Tax ID# _____
Phone# _____ Fax # _____ Cell Ph.# _____

Check Attached Accessory Structure on your Contract
 Awnings Garages Porch Skirting/Retaining Others

Check Utility
 Water Sewer Septic Gas Electrical

Size of Parcel/Lot: _____ Acre _____ Sq. Ft. or _____ Ft. X _____ Ft.
 Town Water System Private Well
Is there a Public-Right-of-Way to this parcel/lot? Yes No
Are there any other dwellings on this parcel/lot? (such as a House, Mobile, RV, Trailer, 5th Wheel, Park Model, Bus Van or Other
Temporary or Permanent Structure? Yes No If Yes, describe: _____

Are you the sole owner of this parcel/lot or Renter/lessee? Owner Lessee
Property Owners Signature (If Lessee) _____

Tie Downs Are Required per the Office of Manufactured Housing specifications. Skirting is required per state standards.
Masonry or wood-frame foundations, additions, etc. require a separate permit and cannot be included with this placement permit.

Permit Purchaser Signature _____ Date: _____

FOR OFFICIAL USE ONLY
Zone _____ Flood Plain _____ Certificate Required Yes No Zoning Approval _____
Receipt# _____ Check # _____ Amount _____ Date _____ Rec'd By: _____
Authorized Town Official _____

PLOT PLAN

The following information is required unless it's determined by the department to be inapplicable to your site.

SITE PLAN REQUIREMENT

⇒**SCALE**

1" = 20' Minimum

⇒**NORTH ARROW**

⇒**DIMENSIONS**

Including street names and driveways

⇒**BUILDING FOOTPRINT**

Include porches, walks, decks, rooflines, overhangs, projections and floor cantilevers.

⇒**ACCESSORY BUILDINGS**

Sheds, carports, shops, garages, well houses.

⇒**SETBACK MEASUREMENTS**

Including distances to property lines and between buildings

⇒**SEPTIC SYSTEM**

Including tank, pump, tightline, primary and reserve drainfields.

⇒**SANITARY SEWER SYSTEM**

Locate & label public/private sewer line, stubs, & cleanouts.

⇒**EASEMENTS**

Including Power, water, natural buffer areas, open spaces and green belts.

⇒**SURFACE WATER DRAINAGE**

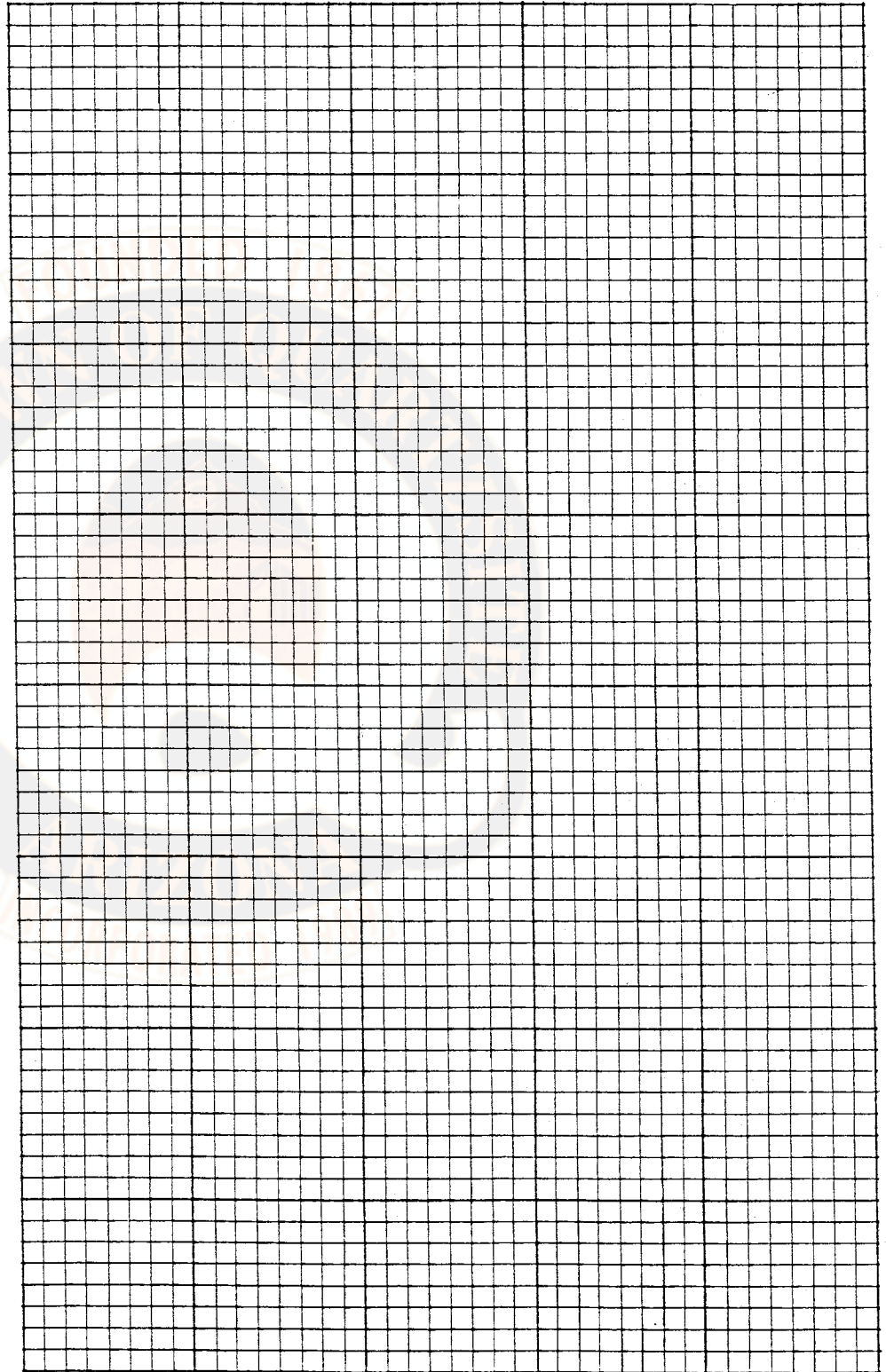
Including ponds, ditches and washes.

⇒**WELLS & WATER LINES**

Well & water line location on property.

⇒**POWER LINES**

Overhead & underground power and telephone lines.



Address
