**Mobile Home Application**

There is a $75.00 fee due when you submit your packet for review. This fee is non refundable.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of proposed Mobile Home placement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Size of Lot\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Size & Year of Mobile Home\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description of Lot(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Person making application understands and agrees they are responsible for the supply of water and sewage to the Mobile Home.
2. Applicant understands and agrees that the Mobile Home must be skirted within 60 days after placement on location.
3. Person making application for placement of a mobile home for rental purposes understands that the home must be located in a designated Mobile Home Park. All other placements require the home to be the applicant’s residence.
4. Applicant understands there are two (2) required inspections at $25.00 each and one (1) application fee at $15.00 that must be completed to receive a certificate of occupancy. Home cannot be occupied until certificate of occupancy is issued. Also there will be additional inspections at $25.00 each for electrical and other misc work.

I have read and agree to the rules and requirements stated above.

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Administrator Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile Home Application**

Review Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments

\_\_\_\_\_\_Fees paid in full

\_\_\_\_\_\_ Complete application

\_\_\_\_\_\_Plot Plan

\_\_\_\_\_\_Description and Photos

\_\_\_\_\_\_Petition to Adjoining owners

\_\_\_\_\_\_Petition to 1 block residents

\_\_\_\_\_\_Notice posted on site

\_\_\_\_\_\_Public Notice of Hearing

\_\_\_\_\_\_Board Hearing, decision

\_\_\_\_\_\_Completed date

Notes:

**Mobile Home Application**

**Procedure**

1. No person shall place or locate a manufactured home of less than 23 feet in width on a parcel of real estate or lot located within the corporate limits of the city or within the two-mile jurisdiction area surrounding the city without first obtaining the necessary approvals and permits as provided for in this section.
2. Any person desiring to place a manufactured home on any parcel or lot located in the city shall first make application to the City Planning Administrator on a form as established by the Administrator. The application shall be accompanied by the following:
3. A plot plan showing the exact location and dimensions of the parcel or lot.
4. A description and dimensions of the proposed manufactured home to be located thereon.
5. A drawing showing the exact location of the home on the parcel or lot.
6. Color photographs of the front and back exterior of the proposed manufactured home. Said photographs are to be of such quality as to enable the viewer to judge the condition and appearance of the proposed manufactured home. These photographs shall be supplied by the applicant at the applicant’s expense.
7. A copy of all letters, on a form as established by the Administrator, advising the residents of each home adjoining the parcel or lot on which the proposed manufactured home is to be placed, of the applicant’s intent to place a manufactured home there. Said letters shall be sent by the applicant, at the applicant’s expense, by certified mail, return receipt requested, to the resident of each piece of property adjoining the parcel or lot on which the proposed manufactured home is to be placed. The return receipts from all such letters shall be forwarded to the Administrator and shall be presented by the Administrator at the public hearing described in Paragraph (D) below.
8. A petition indicating the approval of this placement by more than one-half of the owners of real property within a one-block area.
9. The Planning Administrator shall submit the application to the Board of Zoning Appeals for approval after reviewing the same for proper form and compliance with the requirements of division (B) above.

The Planning Administrator shall post in a conspicuous place on said parcel or lot written notice of the application for location of a manufactured home, the name of the applicant, and the date and time of the public hearing on said application before the Board of Zoning Appeals. Said notice shall be posted at least ten (10) days prior to the hearing on the application.

1. Upon Submission of the application to the Board of Zoning Appeals, the Board shall schedule a public hearing to review and consider the application for approval and give notice of the hearing by sending written notice thereof to the applicant by certified or registered mail and publishing the notice in a local newspaper one time at least ten days before the date of the hearing. The notice shall contain the name of the applicant, the exact location of the parcel or lot where the proposed manufactured home is to be placed and the date, time and the place of the hearing.
2. If the Board approves the application; the applicant shall then apply for and improvement location permit and a certificate of occupancy and pay the necessary filing fees.

The Board shall consider the following factors in deciding whether or not to approve the application;

1. The age, appearance, and condition of the manufactured home
2. The number of other manufactured homes in the surrounding area
3. Whether or not the owners of the manufactured home will be its occupants
4. Whether or not the owners of the lot or parcel upon which the manufactured home is to be placed will be its occupants
5. The wishes of the surrounding residents and property owners
6. The opinion of other interested citizens
7. The effects of the manufactured home on property values in the area
8. The number of persons occupying the manufactured home
9. Whether or not the placement of the mobile home is temporary or permanent
10. Any other factor(s) relevant to the facts of the individual applicant
11. Following the payment of the required fees and the issuance of the improvement location permit by the Planning Administrator, the applicant may locate the manufactured home onto approved location or site.

The City Planning Administrator shall prepare registry of all manufactured homes which have been approved for location in the corporate limits of the city of Brazil, Indiana. Said registry shall be made available for public inspection in the office of the Brazil Clerk-Treasurer.

Each owner of the manufactured home, mobile home, or trailer located within the corporate limits shall annually register with the City/County Assessor no earlier than January 2 and no later than February 15 of each year.

**Mobile Home Placement**

**Residence within one block radius**

To Whom It May Concern:

We, the undersigned, have no objection to the placement of a Mobile Home on the property known as land owned by the following:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Description of Property\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

More commonly known as\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name Address Phone number**

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BOARD OF ZONING APPEALS CITY OF BRAZIL, INDIANA

AFFIDAVIT OF NOTICE OF PUBLIC HEARING

We, the undersigned, do hereby certify that notice of public hearing of the Board of Zoning Appeals of the City of Brazil, Indiana, to consider Case No.\_\_\_\_\_\_\_\_\_\_\_\_., being an Appeal of Variance to Ordinance \_\_\_\_\_\_\_\_\_\_\_\_ (\_\_\_\_\_\_\_\_\_\_\_\_\_\_), was mailed by certified mail, return receipt requested, to the last known address of each of the following persons:

**Adjacent Property Owner Address** **Property Address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brazil, in

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Brazil, in

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(add second page for more properties)

Said notices were served by certified mail, return receipt requested, on or before the \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, being five (5) days prior to \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, said date being the date of the public hearing in Council Chambers, Brazil City Hall, located at 203 E National Ave, which hearing will take place at \_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Petitioner Petitioner

State of Indiana)

 ) SS:

Count of Clay )

Subscribed and sworn to before me, a Notary Public for said County and State this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

Commission Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

County of Notary: Clay

Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CITY OF BRAZIL**



*Brian Wyndham, Mayor 203 E National Ave*

*Janet McClellan, Plan Administrator Brazil, In 47834*

*Troy McQueen, Building Inspector (812)446-0050*

TO: Adjacent Property Owners to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Address)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Notice of Public Hearing**

You are hereby advised of the following public hearing because you own land adjacent to the property which is subject of the Appeal for Variance, namely :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_( Address).

The Brazil Board of Zoning Appeals will hold a public hearing on the \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_\_\_\_\_ in the council chambers located at City Hall, 203 E National Ave. Brazil, in to review and vote on an Appeal for Variance of Ordinance No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_). In accordance with IC 36-7-4-507, notice is hereby given on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_. All interested parties are encouraged to attend.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Janet McClellan

Brazil Planning Administrator

812-446-0050

janetm@brazil.in.gov

**Mobile Home Placement**

**Petition for adjoining land owners**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address

I am the current owner and/or occupant of the real estate adjoining the lot or parcel located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the corporate limits of the city of Brazil, Indiana. This notice is to provide me the opportunity to approve or disapprove the placement of a mobile home on the above mentioned lot/address.

 My opinion on this issue is:

 Approve \_\_\_\_\_\_\_\_\_\_ Disapprove \_\_\_\_\_\_\_\_\_\_ No Opinion \_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Address

I am the current owner and/or occupant of the real estate adjoining the lot or parcel located at: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the corporate limits of the city of Brazil, Indiana. This notice is to provide me the opportunity to approve or disapprove the placement of a mobile home on the above mentioned lot/address.

 My opinion on this issue is:

 Approve \_\_\_\_\_\_\_\_\_\_ Disapprove \_\_\_\_\_\_\_\_\_\_ No Opinion \_\_\_\_\_\_\_\_\_\_

Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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