

# STANDARDS GOVERNING THE CONSTRUCTION, INSTALLATION, OR RELOCATION OF CONVENTIONAL AND MANUFACTURED HOMES

## ARTICLE I. PURPOSE

1.1 It is the intent of this ordinance to promote land use compatibility, protect property values and ensure an adequate minimum living space standard. The construction, placement, installation, and relocation of conventional and manufactured homes after the effective date of this ordinance shall be subject to the requirements and procedures set forth herein. The requirements and procedures of this ordinance shall be in addition to the rules and regulations of each underlying zoning district, including but not limited to, minimum lots, yard and building spacing, percentage of lot coverage, off-street parking requirements and required foundations. It is not the intent of this ordinance to address, interfere, or intrude upon the safety and construction standards for manufactured homes that are reserved exclusively for federal regulation.

## ARTICLE II. DEFINITIONS

2.1 **Accessory Apartment.** An accessory apartment is a second residential unit that is detached from the primary single-family residence on a lot or parcel. As an example, an accessory apartment may be a garage apartment or carriage house. An accessory apartment is usually required to be a complete housekeeping unit that can function independently with separate access, kitchen, bedroom, and sanitary facilities.

2.2 **Conventional Home** means a dwelling unit constructed from building materials such as lumber, brick, or stone delivered to the site, where the building is intended to be situated. For the purposes of this definition, conventional homes shall include industrialized dwellings and moved homes but exclude manufactured and mobile homes.

2.3 **DCA** means the Georgia Department of Community Affairs of the State of Georgia.

2.4 **Department** means the Carroll County Department of Community Development. The Department of Community Development administers the zoning and development regulations.

2.5 **Living Space** means heated square area within a dwelling unit utilized for living, sleeping, eating, cooking, bathing, washing, and sanitation purposes.

2.6 **Manufactured Home** A structure, used or intended to be used as a dwelling unit, transportable in one or more sections, which in the traveling mode is eight feet or more in width, or 40 feet or more in length, or, when erected on site, encloses 320 or more square feet of floor area; and which is built on a permanent chassis and designed to be used as a dwelling, with or without permanent foundation when connected to the required utilities, including the plumbing, heating, air conditioning and electrical systems contained therein. "Manufactured home" includes any structure that meets all of the requirements of this subsection except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the Secretary of the United States Department of Housing and Urban Development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. §5401, et seq. For purposes of this ordinance, a "manufactured home" does not include a structure which otherwise complies with this subsection, but which was built prior to June 15, 1976, which units shall be classified as "mobile homes."

2.7 **Manufactured Home Park** means any area, lot, parcel or tract held in common ownership, or for common operation, and on which individual portions of said area, lot, parcel or tract are leased for the placement of manufactured homes as a primary residence. A

manufactured home park shall be synonymous with a mobile home park, trailer park, and other like living communities.

2.8 **Mobile Home** means a structure, transportable in one or more sections, which, in the traveling mode, is eight feet or more in width or 40 feet or more in length or, when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein and manufactured prior to June 15, 1976.

2.9 **Moved Home.** A dwelling unit, building, or other permanent structure that is intended to be transported, moved, or relocated within or into the County over the roads or streets to a temporary or permanent location. For the purposes of this ordinance, a moved home is a conventional home.

### **ARTICLE III. GENERAL PROVISIONS RELATING TO MANUFACTURED AND CONVENTIONAL HOMES**

3.1 Each home (either conventional or manufactured) being constructed, installed, located, or relocated within Carroll County shall comply with the following design standards:

a. The pitch of the roof shall have a minimum vertical rise of three (3) feet for each twelve (12) feet of horizontal run within tolerances and the roof shall be finished with composition, fiberglass, slate, concrete, asphalt, or wood shingles, or non-reflective, crimped metal sheets.

b. The exterior siding shall consist of wood, hardboard, vinyl, brick, masonry, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) and be comparable in composition, appearance, and durability to the exterior siding commonly used in conventional homes.

c. The tongue, axles, transporting lights, and towing apparatus from each manufactured home shall be removed after placement or relocation on a lot or parcel and before occupancy.

d. Landings and steps leading away from all exterior doors shall be designed and constructed in accordance with state law and Carroll County Ordinances, said state law provisions being expressly incorporated by reference as part of this requirement.

e. A foundation or curtain wall, unpierced except for required ventilation and access, and constructed of masonry or acceptable alternative materials shall be constructed and installed in compliance with County ordinances in the following residential zoning districts: Agricultural (A), Residential-1 (R-1), Residential-2 (R-2), Residential-3 (R-3), Residential-30 (R-30), Manufactured Home Subdivision (MHS), and Multifamily Residential (MFR). The foundation or curtain wall shall enclose the area located under the conventional or manufactured home to the ground level. Masonry or acceptable alternative materials, which shall be approved by the Department Director, shall have a minimum thickness of four (4) inches. A foundation or curtain wall of vinyl or non-reflective metal skirting shall be acceptable in lieu of masonry materials for dwelling units located within Mobile Home Parks and the following residential zoning district: High Density Detached Residential (HDDR).

f. Each conventional home shall be constructed in accordance with the most current edition of the Standard Building Code of the Southern Building Code Congress International (SBCCI), and other ordinances adopted by Carroll County, and hereinafter adopted.

3.2 Each conventional and manufactured home being moved, constructed installed, located, or relocated within Carroll County after the effective date of this ordinance shall not be allowed to locate for permanent or temporary occupancy in this county if such manufactured home is more than seven (7) years old. The age of the manufactured home shall be measured from the day the application for building permit is submitted to the department for approval.

3.3 Each conventional and manufactured home being installed, located, or relocated within Carroll County shall contain no less than one thousand two hundred thirty-five (1,235) square feet of living space.

**ARTICLE IV. PERMIT REQUIREMENTS FOR CONSTRUCTION, INSTALLATION, AND RELOCATION WITHIN COUNTY.**

4.1 Each conventional and manufactured home that is proposed to be installed or relocated within the unincorporated limits of Carroll County may not be installed or relocated without first obtaining a building permit to install, locate, or relocate a manufactured home.

4.2 Any person who desires to install or relocate a conventional or manufactured home within Carroll County shall first apply to the department for a building permit. A building permit to construct, install, or relocate a conventional or manufactured home within Carroll County shall not be considered a permit to occupy a dwelling. All applicable permitting requirements of the **Development Package** shall be met prior to issuance of any permits, including, but not limited to the following:

Certificate of zoning compliance.

Proof of no outstanding property taxes on subject property.

Carroll County Environmental Health septic approval.

4.3 **Occupancy Prohibited Without Valid Permit.** No person shall occupy any conventional or manufactured home or other dwelling unit as a residence nor permit any other person to occupy the same as a residence unless a **Certificate of Occupancy** shall have been obtained as provided by this ordinance.

4.4 **Prohibition for Use as Storage.** Conventional and manufactured homes shall not be used for storage purposes or as storage buildings.

4.4 **Responsibilities of Park Owners and Operators.** No owner or operator of a manufactured home park shall permit any manufactured home to be installed or relocated within the confines of such park unless a building permit has been obtained for the specific manufactured home being installed or relocated. No owner or operator of any manufactured home park shall permit any manufactured home within the confines of such park unless a building permit has been obtained.

4.5 **Permitted Use Locations.**

a. A manufactured home that meets the standards for installation and relocation and the underlying rules and regulations of the respective zoning district, shall be allowed as a permitted use as a primary family residence in the following districts (A, MHS and HDDR).

b. A conventional home that meets the standards for construction, installation, and relocation and the underlying rules and regulations of the respective zoning district, shall be

allowed as a permitted use as a primary family residence in the following districts (A, R-1, R-2, R-30, R-3, MFR, HDDR, and PUD).

4.6 Conditional Use Locations. A manufactured home that meets the standards for installation and relocation and the underlying rules and regulations of the respective zoning district may be permitted as a conditional use as a primary family residence in the following districts: (R-1, R-2, R-30, R-3, and MFR) subject to the requirements of Section 13.0 of the Zoning Ordinance.

## **ARTICLE V. COMPATIBILITY REVIEW PROCESS**

5.1 Any applicant who does not meet the standards set forth in Article III and contends that the proposed construction, installation, or relocation of the conventional home or manufactured home is similar and comparable in exterior appearance, building materials, and living area to other dwelling units that have been constructed on adjacent tracts, lots, and parcels may submit an application to the compatibility standards review committee (hereinafter referred to as "Committee"), for a permit to construct, install or relocate said conventional or manufactured home.

5.2 The procedures for approval are as follows:

a. Applications for approval of placement of conventional or manufactured homes shall be submitted with a nonrefundable application fee on a form or forms developed for that purpose to the committee for review at the department. Conventional or manufactured homes that have been illegally placed upon a tract, lot, or parcel shall be first removed before an application for approval of placement shall be accepted.

b. The application shall include only information reasonably necessary to make determination as to conformity with the provisions of this ordinance. The application shall include information to determine conformity with the standards herein, a copy of the covenants and any architectural standards, other information reasonably necessary to make determinations required by this ordinance. In addition, the application shall include recent photographs of the front and side of the conventional or manufactured home exterior finish (whichever is applicable), (4) pictures taken from the proposed site of the dwelling unit in the northerly, easterly, southerly, and westerly directions, and pictures of any neighbor's adjacent dwelling units. The photographs shall be taken within the 30 days prior to the submittal of the application. In addition, each application shall be accompanied by a site plan or sketch plan containing appropriate information including, but not limited to, the following:

(1) Location of all existing buildings, structures, easements, and boundary lines.

(2) North point, scale, land district, and land lot.

(3) Existing use of adjacent property.

(4) Location of all proposed buildings, structures, and land uses.

c. Applications shall first be reviewed for completeness. If the application is rejected for not being complete, the applicant shall be notified of the reasons for rejection within fifteen working days of receipt of the application. The applicant shall be responsible for the satisfaction of all of the comments prior to the resubmission of the revised application. If the revised application is not received within thirty days of notification of incompleteness, it shall be

dismissed without prejudice and the applicant must resubmit a new application affecting the same property thereafter.

d. The committee shall review the application for compatibility with the following criteria:

(1) Architectural appearance and similarity within the development or surrounding developments, in size, siding material, roof pitch, roof material, foundation, square footage, and general aesthetic appearance;

(2) Existing development in the same zoning district or general area, in architectural appearance and similarity within the development or surrounding developments, in size, siding material, roof pitch, roof material, foundation, square footage, and general aesthetic appearance; and

(3) Proposed development permitted in the same zoning district or general area.

e. Approval or denial of a complete application shall be made within twenty (20) working days of the date of receipt of the completed application and all required supporting materials. The applicant shall be notified in writing of the approval, conditional approval, or denial of the application within two (2) working days after such decision is made. Conditional approval shall require that the specific conditions and the reasons therefore be stated in writing and be agreed to by the applicant; such conditions shall be binding upon the applicant upon agreement. In the case of disapproval, the reasons therefore shall be specifically stated in writing by designating each specific provision of this ordinance or other applicable county ordinance that is not met and an explanation as to the reason or reasons why each such provision is not met.

### 5.3. Appeal from Compatibility Review Committee.

a. The applicant may appeal the decision of the compatibility standards review committee to the community development appeals board who will act on said appeal. The applicant may submit such additional information, documents or other materials as are deemed appropriate to the community development appeals board for which its consideration in connection with any such appeal. The decision of the community development appeals board shall be in writing and shall specifically set forth findings of fact and identify specific provisions contained in this ordinance upon which it relies, if the applicant's appeal is denied.

b. In the event that the compatibility standards review committee has not approved or denied any completed application submitted to it within twenty (20) days of receipt of that completed application, then such application shall be deemed to have been approved.

5.4 Compatibility standards review committee. For the purpose of reviewing the standards affecting conventional homes or manufactured homes or mobile homes, as contemplated in this ordinance, a compatibility standards review committee consisting of the county zoning administrator, the county building official and the county tax assessor is hereby established. A quorum shall consist of any of the three (3) members, or their designees, and the decision of any two (2) of the three (3) members shall be binding on the committee and this county. The committee shall adhere to the provisions of this ordinance. In the event that one or more members of the committee is/are unable to participate in the review process contemplated in this section and the ordinance, then such named member or members may designate his or her associate or assistant as an alternate to act in the place of the named member until such member is able to again participate in the committee review process.

5.5 Minimum Time Between Applications. A property owner shall not resubmit an application for construction, placement, installation, or relocation of a conventional home or manufactured home affecting the same property, more than once in a twelve (12) month period. The twelve month period shall begin at the date of denial of the application before the compatibility standards review committee or community development appeals board, whichever is the later date.

**ARTICLE VI CONVENTIONAL OR MANUFACTURED HOME CONSTRUCTION,  
INSTALLATION, PLACEMENT, OR RELOCATION BEFORE  
BUILDING PERMIT ISSUANCE**

6.1 Any person who commences any work on a building, structure, electrical, gas, mechanical, or plumbing, including installation or relocation of a manufactured home or conventional home before obtaining the necessary permits, shall be subject to a penalty of 100% of the usual permit fee in addition to the required permit fees.