

CHAPTER 23

MANUFACTURED HOME CODE

ARTICLE I - GENERAL PROVISIONS

23-1-1 GENERAL APPLICABILITY. All manufactured and mobile homes, wherever situated within the Village, shall conform to the regulations contained in **Article I** hereof. For the purposes of this Chapter, the terms "Manufactured Home" and "Mobile Home" shall be considered to include the other.

23-1-2 COMPLIANCE WITH ZONING CODE. It shall be unlawful for any person to place or locate a manufactured home on any street, alley or other public place, or on any lot or other area of land within the Village, except as provided in the Zoning Code and as otherwise permitted by this Chapter.

23-1-3 DEPENDENT MANUFACTURED HOMES. No dependent manufactured home, as defined in **Section 40-2-2**, shall be used as a dwelling within any manufactured home park or upon any lot or property located within the Village.

23-1-4 TRANSFORMATION OF MANUFACTURED HOME.

(A) It shall be unlawful for any person owning or operating a manufactured home park, or any person owning or occupying a manufactured home located in a manufactured home park, to remove or cause to have removed the wheels or any similar transportation device from any manufactured home or otherwise permanently affix it to the ground in a manner which would prevent the ready removal of said manufactured home from the manufactured home park, without first obtaining a permit to do so.

(B) Any alteration to any manufactured home as above set forth, shall be construed as an attempt to make the manufactured home immobile and remove it from the requirements of provisions regarding manufactured home parks.

23-1-5 EMERGENCY PARKING. No manufactured home shall be parked anywhere in the Village, except in accordance with this Chapter, the Zoning Code and other applicable Chapters; provided, however, that emergency parking of manufactured homes for less than **seventy-two (72) hours** is permissible, if such parking does not impede or obstruct the normal flow of traffic.

23-1-6 **SALES AND INSPECTION.** A manufactured home may be parked for inspection and sale on property other than a street, alley or public way, if it otherwise complies with the provisions of this Chapter and the Zoning Code.

23-1-7 **ADDITIONS TO MANUFACTURED HOMES.**

(A) No permanent addition shall be built on to or become part of any manufactured home.

(B) Minor alterations shall be permitted in accordance with the following provisions and requirements:

- (1) Cabanas, patios or porches shall be permitted to be attached to a manufactured home, provided they have at least **one (1)** side open, except for screening from insects.
- (2) Structures having an area not exceeding **ten percent (10%)** of the total square foot area of the manufactured home shall be permitted to be attached to a manufactured home, and may be entirely enclosed, if used for storage purposes only.
- (3) Carports and garages may be constructed as accessory uses to a manufactured home but shall not be attached.
- (4) A building permit shall be required for any such alteration to a manufactured home.

23-1-8 **JACKS AND STABILIZERS.** Jacks or stabilizers may be placed under the frame of a manufactured home to prevent movement on the springs while the manufactured home is parked and occupied.

23-1-9 **STANDS.** Every manufactured home shall be placed on a stand to provide adequate support therefore. The stand shall extend the length of the support of the manufactured home and shall consist of either:

- (A) A **four (4) inch** thick concrete slab, or;
- (B) **Eight (8) inches** thick runners a minimum of **twenty-four (24) inches** in width, or;
- (C) **Eighteen (18) inch** diameter piers set a minimum of **twenty-four (24) inches** deep or through the depth of the fill, whichever is the greater.

23-1-10 **ANCHORS AND TIE DOWNS.** Every manufactured home shall be anchored and tied down in accordance with applicable state regulations of the State of Illinois.

23-1-11 SKIRTING. Every manufactured home shall be skirted with fire resistant material. Skirting shall be equipped with an inspection door at least **twenty-four (24) inches** wide to allow access to the underside of the home.

23-1-12 COMPLIANCE WITH DISTRICT REGULATIONS. Every manufactured home shall comply with all applicable zoning district requirements, as contained in the Zoning Code for the district in which the manufactured home is or shall be located.

23-1-13 DISPLAY OF TITLE. All manufactured homes shall display a certificate of title in accordance with the instructions of the Secretary of State of the State of Illinois.

23-1-14 STATE REQUIREMENTS. Except where they conflict with the provisions of this Chapter, the **Manufactured Home Park Act (PA 77-1472)**, the **Manufactured Home Tie Down Act (PA 81-587)**, and the **"Rules and Regulations for Manufactured Home Parks"** as approved by the **Illinois Department of Public Health**, shall be applicable to mobile and manufactured homes within the corporate limits of the Village.

ARTICLE II

MANUFACTURED HOME PARK LICENSE

23-2-1 **PURPOSE.** The purpose of this Article is to provide regulations for the creation, licensing, and maintenance of manufactured home parks. Although "lots" in a manufactured home park may not be classified as "lots of record", for the purpose of establishing bulk/area regulations, all manufactured home parks shall be developed in a manner so that zoning lots are designated for each manufactured home. For the purpose of enforcement, the restrictions in **Section 40-8-11** of the Zoning Code.

23-2-2 **MANUFACTURED HOME PARKS.**

(A) A manufactured home dwelling may be used as a residence for **one (1) family** in any park expressly designed and intended for the exclusive use of manufactured homes.

(B) Any manufactured home placed or otherwise located on a lot in such park shall comply with all applicable requirements of the Zoning Code.

(C) Not more than **one (1)** manufactured home dwelling shall be permitted on any lot.

23-2-3 **ISSUANCE OF LICENSE, EXPIRATION AND RENEWAL.**

(A) No person shall establish, maintain, conduct or operate a manufactured home park after the adoption of this Chapter without first obtaining a license therefore from the Village Clerk.

(1) Such licensee shall expire at midnight on **April 30th** of each year.

(2) Such license shall be renewed year to year upon payment of the annual license fee herein provided.

(3) All licenses to operate a manufactured home park shall be prominently displayed in the office of the manufactured home park.

(4) All licenses issued under this Chapter shall be nontransferable without the written consent of the Village Board of Trustees of the Village.

(B) In addition to the application and permit fees provided herein, the licensee shall pay the Village Clerk, on or before **April 30th** of each year, an annual license fee of **Fifty Dollars (\$50.00)**.

(C) The Code Administrator may cause to be issued a revised license for additional manufactured home lots when they are to be occupied by the end of the license year, provided that such additional lots have been inspected and approved, in writing, by the inspection officers and further provided that when applicable, the requirements of **Section 23-3-10** have been complied with.

23-2-4 PERMIT TO CONSTRUCT OR ALTER.

(A) No person shall construct or make alterations to a manufactured home park without first obtaining a permit.

(B) All permits to construct, and all permits to make alterations therein, shall be prominently displayed in the office of the manufactured home park.

(C) An application for a permit to construct a manufactured home park or to make alterations therein shall be filed in accordance with the applicable provisions set forth in the Zoning Code.

(D) In addition to the documents and information required by the Zoning Code, the applicant shall submit with the application the following materials:

- (1) The full name and address of the applicant or applicants, or names and addresses of each partner if applicable or the names and addresses of the officers if the applicant is a corporation and the present and last occupation of the applicant at the time of filing of the application;
- (2) The location and legal description of the tract of land upon which it is proposed to operate and maintain a manufactured home park;
- (3) Proposed and existing facilities at the manufactured home park for sewage, garbage, waste disposal, water supply, fire protection, and for a sanitary community building, if provided; or the proposed alterations therein and maintenance thereof;
- (4) The proposed method of lighting the structures and land upon which the manufactured home park is to be located;
- (5) The plot plans of the manufactured home park, building plans and specifications for existing buildings and facilities, or the plans and specifications for new buildings and facilities for the proposed alterations in existing facilities, all as may be required by the provisions of this Chapter and the rules and regulations of the Illinois Department of Public Health;
- (6) An affidavit of the applicant or applicants as to the truth of the matters contained in the application shall be attached thereto. Each application shall be attached thereto. Each application shall be accompanied by an application fee as set forth in the Zoning Code.

- (7) Each application fee shall be paid to the Village Clerk by a separate certified check or United States money order in the amount of the application fee; the application fee once paid to the Village Clerk, shall not be refunded.

(C) The Zoning Administrator shall promptly transmit said application, together with any advice he may wish to offer to the Planning Commission.

23-2-5 REQUIRED INSPECTIONS.

(A) The following inspections shall be performed by the Village Officers indicated prior to the approval of any license or permit to construct or alter any manufactured home park in the Village.

- (1) The Plumbing Inspector shall inspect the sewage and water facilities for any manufactured home park to assure compliance with **Sections 23-3-4, 23-3-5, and 23-3-6** hereof.
- (2) The Code Administrator, or his deputy, shall inspect all electrical and structural improvements required by **Sections 23-3-3; 23-3-7; 23-3-8 and 23-3-9** hereof.
- (3) The Village Engineer shall inspect all site locations and layouts and all street improvements and lighting arrangements required by this Chapter.

(B) Upon completion of the required inspections, the above officers, who may be referred to herein as "inspection officers", shall report their findings to the Village Clerk.

23-2-6 REJECTION OF APPLICATION.

(A) If the application for a license is rejected by the inspection officers or the Planning Commission the reason or reasons therefore shall be stated.

(B) If the objections contained therein can be corrected, the applicant may amend his application and re-submit it for approval.

23-2-7 AMENDMENT OF SITE PLAN.

(A) If a permit to construct a manufactured home park has been issued, no change in any sanitary facilities, methods of water supply, sewer, drainage, garbage or waste disposal, or change in the plot plan shall be made without first making written application to the Planning Commission and receiving a written permit therefrom.

- (1) Such application shall be made in accordance with the applicable provisions of the Zoning Code.

- (2) A fee amounting to **Twenty-Five Dollars (\$25.00)**, plus **One Dollar (\$1.00)** per manufactured home space or lot shall accompany each application for a permit to alter such manufactured home park.
- (3) No application fee shall be required to accompany the application for a permit to alter a manufactured home park where such alteration involves only a reduction in the number of manufactured home lots or spaces to a number less than that for which the manufactured home park is currently licensed.
- (4) Such change or changes shall comply with all safety and sanitary codes, building codes, zoning codes, and rules and regulations of the Illinois Department of Public Health, as all are applicable thereto.

23-2-8 INSPECTION AND LICENSING REQUIREMENT.

(A) If a permit to construct a manufactured home park has been issued, the applicant, upon completion thereof, shall notify the Code Administrator. The inspections required by **Section 23-3-5**, shall then be performed within the manufactured home park, to determine whether the applicant has complied with the provisions of this Chapter, the Zoning Code, and any other applicable Chapters or rules and regulations.

- (1) If the inspection officers find the manufactured home park constructed in accordance with the accepted application and the codes of the Village, the Village Clerk shall issue the license.

(B) The inspection officers named above are hereby authorized to enter upon the premises of any existing manufactured home park or any proposed manufactured home park for which a permit or license has been issued at any reasonable time without further authorization, in order to inspect the premises and perform the duties as provided for herein.

- (1) The inspection officers shall inspect, at least once per year, each manufactured home park license under the provisions of this Chapter to determine the compliance thereto and shall note and shall act upon each violation.

23-2-9 REVOCAION OR SUSPENSION OF LICENSE.

(A) Any license granted hereunder shall be subject to revocation or suspension by the inspection officers named herein; provided, however, that the inspectors shall first serve or cause to be served upon the licensee, a written notice which shall specify any alleged violations of this Chapter, the Zoning Code or any other applicable ordinance or code of the Village, or any rules or regulations promulgated by the Department pertaining thereto.

(B) The notice shall require the licensee to remove or abate such condition specified in the notice, within **five (5) days** or within a longer period of time as may be allowed by the Inspector.

(C) If the licensee fails to comply with the terms and conditions of the notice within the specified time, the Inspector may revoke or suspend such license. Notice of revocation or suspension shall be served upon the licensee within **five (5) days** thereafter.

23-2-10 **RIGHT TO PUBLIC HEARING.**

(A) Any person refused a license or whose license is suspended or revoked shall have the right to a hearing before the Board of Trustees.

(1) A written notice of a request for such hearing shall be served upon the Board of Trustees within **thirty (30) days** of such refusal of a permit to construct or alter, or refusal of a license, or suspension or revocation thereof.

(B) The public hearing shall be conducted by the President of the Board of Trustees.

(1) The President may compel by subpoena, or subpoena duces tecum the attendance and testimony of witnesses and the production of books and papers, and shall administer oaths to witnesses.

(2) The President shall give written notice of the time and place of hearing by registered mail to the licensee or applicant, not less than **fifteen (15) days**, nor more than **thirty (30) days** prior to such hearing.

(C) The applicant or licensee may appear in person, or by counsel, or by duly authorized agent.

(1) At said hearing the applicant or licensee shall be afforded an opportunity to present all relevant evidence in support of his application for license or renewal of licensee or in resistance to the revocation thereof.

(D) In the event of the inability of any party or the Board of Trustees to procure the attendance of witnesses to give testimony or produce books and papers, such party or the Board of Trustees may take the testimony of said witness by deposition as provided for by the Illinois Code of Civil Procedure.

(1) All testimony taken at the hearing shall be reduced to writing and all such testimony and other evidence introduced at the hearing shall be a part of the official record.

(E) The Board of Trustees shall make findings of fact in such a hearing and shall render its decision within **thirty (30) days** after the termination of the hearing, unless additional time is required for proper disposition of the matter.

(1) The Board of Trustees shall give written notice of its decision by registered mail to the licensee or applicant, not more than **thirty (30) days** after the date of the public hearing.

(F) Technical errors in the proceedings before the Board of Trustees, or their failure to observe the technical rules of evidence, shall not constitute grounds for the reversal of any administrative decision unless it appears to the court that such error or failure materially effected the rights of any party, and resulted in substantial injustice to the party.

23-2-11 CONTINUING COMPLIANCE WITH REGULATIONS. The person to whom a permit or license for a manufactured home park is issued, shall at all times, operate the park in compliance with this Chapter and regulations issued thereunder, and shall provide supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition at all times.

23-2-12 ENFORCEMENT.

(A) Except as otherwise provided in this Chapter, the Code Administrator, or his deputy, shall administer and enforce this Chapter, including the receiving of applications, the inspection of premises and the issuing of building and other permits and certificates of occupancy.

(1) No building or other permit or certificate of occupancy shall be issued by the Building Commission, except where the provisions of this Chapter have been complied with.

(B) Whenever any construction, alteration or other activity is being conducted in violation of the provision of this Chapter, or in the case of any other violation of this Chapter, the Code Administrator may order the activity stopped by notice in writing served upon any person engaged in or causing such work or activity to be performed, and any such person shall forthwith stop activity until authorized by the Code Administrator to proceed with the activity.

(C) Whenever a violation of this Chapter occurs, any person may file a complaint with the Village.

(1) Such action shall not limit other remedies available with or without the issuance of a stop order as above provided.

(2) The Code Administrator, or authorized representative, may issue or serve a summons, citation or other process for any violation and may prosecute a violator therefore in a court of competent jurisdiction.

ARTICLE III – MANUFACTURED HOME PARK DESIGN STANDARDS

23-3-1 SITE LOCATION.

(A) Each manufactured home park licensed or to be constructed under the provisions of this Chapter, shall be constructed, operated and maintained in accordance with the requirements of this Article.

(B) Every manufactured home park shall be located on a well drained site and shall be located so that its drainage will not constitute an unreasonable hazard or nuisance to persons, property or the water supply in the immediate vicinity of the site.

(C) Manufactured home parks shall be made free from marshes, swamps or other potential breeding places for insects or rodents.

(D) Park sites shall not be subject to flooding, fire, or safety hazards and shall not be exposed to nuisances.

23-3-2 SITE LAYOUT.

(A) The arrangement of manufactured homes within the manufactured home park shall comply to the applicable provisions of the Zoning Code, including the area/bulk restrictions contained therein.

(B) Paved walkways at least **three (3) feet** wide shall be provided for mobile home spaces to service buildings and along all access roads. All such walkways shall be adequately lighted at night.

(C) All driveways or access ways providing ingress and egress for the manufactured home park, between the outboundary property line of the manufactured home park and the improved surface of any public road, shall be constructed in accordance with the provisions and requirements of the Subdivision Code.

(1) Driveways or access ways within a manufactured home park shall have a dustless, all-weather surface.

(2) All driveways or access ways within the manufactured home park, established after the effective date of this Chapter, shall be not less than **twenty-four (24) feet** in width bounded by a concrete curb and gutter not less than **six (6) inches** in thickness.

(D) All manufactured homes shall be placed on a manufactured home stand constructed of concrete of at least **five (5)** bag mix and not less than **four (4) inches** in thickness. In addition, all manufactured home stands shall be at least **ten (10) feet** wide by **forty (40) feet** in length.

23-3-3 SERVICE BUILDINGS AND REQUIREMENTS. A convenience service building providing laundry facilities or office and storage accommodations may be constructed in a manufactured home park. If such building and facilities are provided, however, the following regulations shall apply:

(A) Such buildings shall be located at least **fifteen (15) feet** from any manufactured home space;

(B) The owner shall comply with all building codes, electrical codes, plumbing codes, mechanical codes, and the Zoning Code, as adopted by the Village.

23-3-4 WATER SUPPLY.

(A) Water of safe, sanitary quality under pressure capable of furnishing a minimum of **two hundred (200) gallons** per day per home space shall be provided in each manufactured home park.

(B) The number of manufactured home spaces to be occupied in the manufactured home park shall be limited by the quantity of the water available to supply each manufactured home with the minimum requirements.

(C) Each manufactured home space shall be provided with individual tap and individual water meter and each tap shall protrude not less than **four (4) inches** above the ground and the supply main shall not be less than **four (4) inches** in diameter.

(D) The plans and specifications of the water distribution system shall be approved by the Illinois Department of Public Health.

(E) Where an approved public supply of water is available, connection shall be made thereto and its supply shall be used exclusively.

23-3-5 SEWAGE DISPOSAL.

(A) Each manufactured home shall be served by a central sewage collection system and each manufactured home shall be provided with at least a **four (4) inch** sewer connection.

(1) The sewer connection shall be provided with suitable fittings so that a water tight, self-draining connection can be made between the manufactured home and the sewer connection.

(2) Each individual manufactured home connection shall be so constructed so that they can be closed when not linked to the manufactured home, and shall be so trapped as to prevent any escape of odor or gas.

(B) No water or waste shall be allowed to fall to the ground from a manufactured home.

(C) The plans and specifications of the sewage collection system shall be approved by the Illinois Department of Public Health.

(D) When an approved public sewage system is reasonably available, connection shall be made thereto and said public system shall be used exclusively.

(E) An independent sewage system to serve the manufactured home park shall be permitted only after express approval has been granted in writing by the Village Board of Trustees, and only if the plans and specifications for the sewage system have been approved by the Illinois Department of Public Health.

(1) No septic tank system shall be approved.

23-3-6 PLUMBING REGULATIONS. All plumbing in the manufactured home park shall comply with the plumbing codes and regulations as established by the State of Illinois and shall be inspected and approved by the Village Engineer.

23-3-7 REFUSE DISPOSAL AND PEST CONTROL.

(A) The storage, collection and disposal of refuse in the manufactured home park shall be so managed as to create no health hazard, rodent harborage, insect breeding area, accident hazard, or air pollution.

- (1) All refuse shall be stored in fly tight, water tight, rodent proof containers which shall be provided in sufficient number and capacity to accommodate all refuse from the manufactured home park.
- (2) Satisfactory container racks or holders shall be provided at permanent locations convenient to manufactured home spaces in areas appropriately screened. Incinerators shall not be permitted. Methods of storage, collection and disposal shall comply with the rules and regulations set forth by the Illinois Department of Public Health.

(B) Adequate insect and rodent control measures shall be employed.

- (1) All buildings and structures shall be fly and rodent proof.
- (2) Rodent harborages shall not be permitted to exist in the park.

23-3-8 LIQUID AND GAS FUEL PIPING AND STORAGE.

(A) All piping from outside fuel storage tanks or cylinder to heating or cooking units in manufactured homes shall be not less than standard weight, wrought iron or steel pipe, or brass or copper pipe of iron size and shall be permanently installed and securely fastened in place.

- (1) All such fuel lines shall be provided with a stop cock at the outlet of the fuel container and another stop cock just before the fuel line enters the manufactured home.

23-3-9 ELECTRICAL DISTRIBUTION AND SERVICE.

(A) Underground electrical lines shall be at least **twenty-four (24) inches** below ground surface and at least **one (1) foot** radial distance from sewer, water, gas or communications lines. If overhead power lines are installed, they shall be at least **eighteen (18) feet** above streets or roads. A minimum horizontal clearance of at least **three (3) feet** shall be provided between overhead lines and any structure.

(B) Electrical outlets for each individual manufactured home space shall be provided.

- (1) No connected electrical extension cord shall lie on the ground or be suspended less than **seven (7) feet** from the ground above sidewalks or pathways.
- (2) All electrical wiring, equipment and appurtenances shall be installed and maintained in accordance with the applicable codes and regulations of the Village.

(C) All park streets shall be lighted with an average illumination of at least **one hundred fifty (150) watts** every **one hundred fifty (150) feet**, with additional lighting at potentially hazardous locations, such as park entrances, streets and walkways, or steps.

23-3-10 MANUFACTURED HOME SPACE, MINIMUM SIZE. The minimum size of a manufactured home space shall be as provided in the Zoning Code.

23-3-11 SPEED LIMIT. The manufactured home park management shall install and enforce a **ten miles per hour (10 mph)** speed limit within the manufactured home park.

23-3-12 ON-STREET PARKING. On-street parking shall be limited to guests visiting the park.

23-3-13 PUBLIC HAZARDS. Automobiles which are not in operating condition, and junk, trash or other refuse as would create a health or safety hazard, shall not be permitted to be maintained in any manufactured home park, and shall promptly be removed by the owner, or licensee of the park.

23-3-14 MAINTENANCE OF PARK FACILITIES. The management of every manufactured home park shall assume full responsibility for maintaining in good repair and condition all roadways and access ways, and all sanitary and safety appliances in the park and shall promptly bring such action as is necessary to prosecute or eject from the park any person or persons who willfully and maliciously damage such appliances, or any person or persons who fail to comply with the regulations of this Chapter.

ARTICLE IV – MANUFACTURED HOME RESIDENTIAL SUBDIVISION

23-4-1 **PURPOSE AND INTENT.** The manufactured home residential subdivision is primarily intended to provide areas suitable for the placement of manufactured homes on individual and privately owned lots.

23-4-2 **INCORPORATION OF SUBDIVISION CODE.** The standards, requirements, terms and procedures contained in the Subdivision Code, are hereby incorporated by reference herein. Every manufactured home residential subdivision shall comply with all of the requirements of the Subdivision Code.

23-4-3 **ADDITIONAL REQUIREMENTS.**

(A) In addition to compliance with the Village subdivision regulations as provided in **Section 23-4-2**, every manufactured home residential subdivision shall also comply with the provisions of **Section 23-3-8** and **Section 23-3-9**.

(B) Every manufactured home located within a manufactured home residential subdivision shall comply with the requirements of **Article I** of this Chapter.