



**REQUEST FOR PUBLIC HEARING (PLANNING COMMISSION)  
MOBILE HOME/MANUFACTURED HOME PLACEMENT HEARING**

CASE #: MHP-\_\_\_\_\_-\_\_\_\_\_- DATE REQUESTED: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_  
COUNCIL DISTRICT: \_\_\_\_\_ DIVISION: \_\_\_\_\_ MEETING DATE: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_  
**(OFFICE SECTION)**

APPLICANT(S): \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

APPLICANT PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY OWNER(S): \_\_\_\_\_

OWNER MAILING ADDRESS: \_\_\_\_\_

OWNER PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_ LOT #: \_\_\_\_\_ SQUARE #: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ PROPERTY DIMENSIONS: \_\_\_\_\_

MOBILE HOME DIMENSIONS: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_ BFE: \_\_\_\_\_

**SUBMITTAL REQUIREMENTS:**

- \_\_\_\_\_ 1. Signed and completed application.
- \_\_\_\_\_ 2. Copy of Act of Sale or to the property or a succession.
- \_\_\_\_\_ 3. Lease, if the applicant is not the property owner.
- \_\_\_\_\_ 4. Letter of No Objection from the Pontchartrain Levee District and/or Lafourche Basin Levee District, U.S. Army Corps of Engineers, and Office of Coastal Protection and Restoration **ONLY** if work is deeper than 2' into the ground **AND** within 1500' of the mainline Mississippi River levee. (***Westbank – 225-265-7545/ Eastbank – 225-869-9721***)
- \_\_\_\_\_ 5. Completed Mobile Home Information for Assessor's Office form .
- \_\_\_\_\_ 6. A site plan, showing property dimensions, mobile home placement on the property, proposed setbacks, servitudes, location and dimensions of existing structures, and any other necessary information.

- \_\_\_\_\_ 7. A picture of the mobile home from the front, back, and sides. Must be able to clearly see roof pitch.
- \_\_\_\_\_ 8. Verification of Wind Zone Rating. *(Must be Wind Zone II or III)* Legible picture of data plate or paperwork from dealer indicating Wind Zone Rating.
- \_\_\_\_\_ 9. A sales contract or notarized affidavit stating the following: the exterior material composition of the mobile home/manufactured home, the hitch tongue will be removed, the mobile home/manufactured home will be skirted, the wheels will be removed, and the mobile home/manufactured home will be placed on piers or on concrete skids.
- \_\_\_\_\_ 10. Payment of fees *(Check or Money Order Only)*

**FEES:**

- ☐ \$50.00 Advertisement Fee
- ☐ \$10.00 - Tech fee

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

\_\_\_\_\_  
Date

## MOBILE HOME INFORMATION FOR ASSESSOR'S OFFICE

By order of the Regular Session of the Louisiana Legislature, R.S. 47:1957(B) was amended by Act 829, St. John the Baptist Parish Assessor's Office is now required to have the following information on all mobile homes located in the parish.

Name of mobile home owner:

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Address of mobile home owner:

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Name of land owner:

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Address of land owner:

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Street address of mobile home placement:

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Brand name & Model # of mobile home:

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Serial or VIN #:

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# SITE PLAN FOR MOBILE HOME/MANUFACTURED HOME PLACEMENT

Applicant(s) name: \_\_\_\_\_

Property address: \_\_\_\_\_

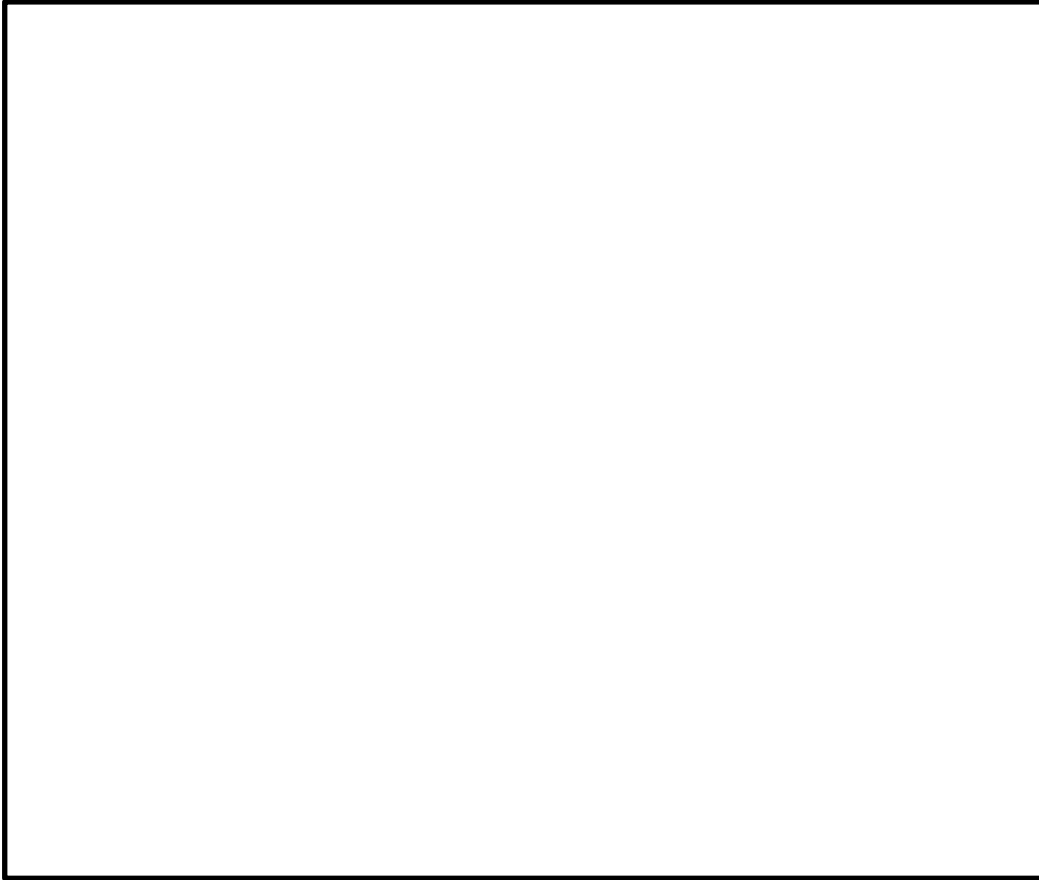
Closest address before lot: \_\_\_\_\_

Closest address after lot: \_\_\_\_\_

Is the property a corner lot? \_\_\_\_\_

Draw your mobile home and indicate mobile home dimensions, lot dimensions, and distances from property lines.

REAR PROPERTY LINE



FRONT PROPERTY LINE

**Sec. 113-483. - Manufactured and mobile homes.**

- (a) *Generally.* Manufactured homes and mobile homes shall be subject to the regulations in this section, unless elsewhere allowed as a permitted use in a zoning district.
- (b) *Planning commission approval.* All applications for a manufactured home or mobile home shall be forwarded for approval by the planning commission following a public hearing in accordance with the provision contained in this section.
- (c) *Permanent installations.* The planning commission may grant authority for the permanent installation of a manufactured home or mobile home for single-family residences in any zoning district; provided that:
  - (1) The structure is attached to, and installed on, a permanent foundation and the provisions of R.S. 9:1149.4 are complied with;
  - (2) The structure is compatible, as set forth in subsection (d) of this section, to surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS; and
  - (3) A sign is placed by the parish, on the property line between the street and the property on which the trailer is to be placed advising the public that an application for placement of a trailer has been received and providing the date, location and time of the public hearing on the application. The sign must be placed and maintained on the property at least seven days prior to the public hearing. The zoning regulatory administrator shall be responsible to determine that the sign was installed and maintained for the required period of time.
- (d) *Compatibility.* Compatible, as used in this section, shall be judged using the following criteria:
  - (1) Exterior finish. The exterior shall be constructed of wood, masonry, concrete, stucco, Masonite, vinyl lap, or other materials of like appearance, similar in materials or otherwise similar to materials on surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS.
  - (2) Roof. The main roof shall have a minimum 2:12 roof pitch and shall be constructed of materials similar to roof materials on surrounding site-built housing on both sides of the street or road and on adjacent streets within a 400-foot radius from the center of the subject property, as measured by the parish's GIS. Preferable materials are wood shakes, asphalt composition, wood shingles, slate, built-up gravel materials, or other materials approved by the building official.
  - (3) The mobile home shall have a minimum width of the main body as assembled on site of not less than 11 feet six inches as measured across the narrowest position.
  - (4) The mobile home shall have a minimum floor area of 720 square feet.
  - (5) The planning commission may also take into consideration:
    - a. The changes in land use patterns on nearby and adjacent properties.
    - b. The effect on land value, physical environment or economic aspects that could limit the usefulness of property.
- (e) *Application and public hearing.* All requests for mobile home placements shall require a public hearing before the parish planning commission. Applications for mobile home placements are available from the department of planning and zoning. All applications shall be accompanied by the following:
  - (1) A legal document (deed, survey, act of sale, etc.) which indicates size and dimensions of lot.

- (2) Proof of ownership or lease.
- (3) A site plan, showing lot dimensions, mobile home placement, setbacks and other information necessary for the department of planning and zoning and the planning commission to make a decision.
- (4) A picture or elevation drawing of mobile home front and side views.
- (5) A sales contract or affidavit stating:
  - a. The exterior material composition;
  - b. The hitch tongue will be removed;
  - c. The mobile home will be skirted;
  - d. The wheels will be removed; and
  - e. The mobile home will be placed on piers or on concrete skids.
- (6) A nonrefundable advertisement fee in the amount set forth in [section 14-113](#) is required. If the planning commission approves the request, there is an additional mobile home permit fee.

All of the items in this subsection must be submitted when the request is filed with the department of planning and zoning. The planning commission will not consider a request unless all required submittal items have been received by the department of planning and zoning. Failure to supply all of the items in this subsection at the time of application submittal may result in the request being presented to the planning commission being delayed. The planning commission, in making its decision, shall consider recommendations of the department of planning and zoning, and the criteria listed regarding compatibility and hardship.

- (f) *Approval.* Upon approval by the planning commission, no certificate of occupancy or electrical power will be granted until a final inspection by the parish verifies compliance to setback requirements and placement requirements (tongue and wheels removed, skirting, etc.) Noncompliance with the regulations in this section may result in denial of a certificate of occupancy, denial of electrical power, fine, or forced removal of mobile home from the property. An additional mobile home permit fee is required upon approval. All decisions made by the planning commission are final.
- (g) *One-year limitation.* If the request to locate a mobile home is denied by the planning commission, the commission shall not consider any further request or petition requesting or proposing the location of a mobile home on the same property for one calendar year from the date of the commission's final action on the original petition or request. If there is a substantial change in the request or available information of the original request, as determined by the department of planning and zoning, the planning commission may consider an appeal on the same property within that one-year limitation period. The criteria to be used in determining a substantial change includes the following:
  - (1) Substantial changes in the materials of the structure, foundation, or the siting of the mobile home on the property.
  - (2) Additional information regarding compatibility, nearby land uses and zoning districts that was not available at the planning commission's public hearing.
- (h) *Approval and appeal.* Any appeal to the decision of the planning commission can be requested through the parish council. If the original request is denied by the planning commission, a two-thirds majority vote of the parish council is needed to override the decision. If the planning commission vote is unanimous, for or against the original request, the matter shall not be introduced except by a majority vote of the council and placed on the council agenda.