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## Planning Department

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### Manufactured Home Park Site Plan Checklist

The MH (manufactured Home) District is established as a district in which the principal use of land is for manufactured home parks or manufactured home subdivisions.

**Notice to Applicants:** The following steps are necessary in order to achieve approval of your particular request. Failure to comply with any step specified below will be ground to deny or delay the hearing of your request before the Planning Commission or City Council.

#### Preliminary Process

**An application that a specific parcel of land to be zoned "MH" shall be accompanied by a detailed site plan which:**

- ☐ Is drawn to scale.
- ☐ Shows the location and boundaries of the land requested to be zoned "MH."
- ☐ Shows existing topography with contour intervals of not less than five (5) feet.
- ☐ Shows in detail the manner in which the land is to be used, including the size, location, character, appearance, use and arrangement of buildings, parking area, proposed arrangement of stalls and number of cars, service areas, walks, public area, play areas, lighting, provision for grass, trees, shrubs, and other landscaping, and entrance and exit driveways and their relationship to existing and proposed streets.
- ☐ Shows the drainage plan with sufficient control grades to indicate the intent of the developer.
- ☐ Indicates building locations and use of properties adjacent to the proposed development.
- ☐ Provides for the dedication of any right-of-way for the widening, extension or connection of major streets as shown on the official major street plan.

**A drainage study and/or plan to include:**

- ☐ On-site storm management facilities necessary to drain the project.
- ☐ Inclusion of storm water detention/retention methods available to reduce the runoff impact from his properties.
- ☐ Statement of impacts, if any, on other properties within the same drainage basin or sub basin as the proposed project.
- ☐ Drainage calculations using accepted engineering standards and formulas to substantiate the drainage plan and impacts.
- ☐ A recommendation from a registered civil engineer in the State of North Dakota as to the storm drainage management method used.
- ☐ A schedule of implementation of the storm water management project of projects necessitated by the plan, and a statement of the financing method intended to be used.
- ☐ A preliminary grading plan showing how the property will be graded relative to potential drainage impact on the adjacent lots.
- ☐ If proposed storm water detention/retention facilities are to be operated and maintained by the city and provide a dedicated and improved access road to the facilities from a public street. The nature of access road improvements shall be determined on a case-by-case basis.
- ☐ All storm water management facilities are to be designed to the City of Minot Storm Water Design Standards.