

MANUFACTURED HOUSING PARK ORDINANCE

FOR THE

TOWN OF NORRIDGEWOCK

ENACTED MARCH 2, 1992

SECTION 1. TITLE

This Ordinance shall be known and cited as the Manufactured Housing Park Ordinance of the Town of Norridgewock, Maine and will be referred to herein as “this Ordinance”.

SECTION 2. AUTHORITY

- A. These regulations are adopted pursuant to and are consistent with the enabling provisions of Article V111-A of the Maine Constitution, the provisions of Title 30-A, MRSA, Section 3001, and the State’s growth management law, Title 30-A, MRSA, Sections 4311 et. seq.
- B. The provisions of this Ordinance shall apply to all proposed Manufactured Housing Parks, as defined; and, any and all alterations, expansions or reconstructions of existing Manufactured Housing Parks, as defined.

SECTION 3. PURPOSE

This purpose of this Ordinance is to promote the health, safety, and general welfare of the residents of the community; regulate Manufactured Housing Parks; establish minimum standards for the design, construction, and maintenance of Manufactured Housing Parks; to make them safe, decent and sanitary; and to determine the minimum responsibilities for owners and operators of Manufactured Housing Parks.

SECTION 4. APPLICABILITY

The Provisions of this Ordinance shall govern all Manufactured Housing Parks, whether an expansion, alteration or reconstruction of an existing park, or the development of a new park within the boundaries of the Town of Norridgewock.

SECTION 5. REVIEW REQUIREMENTS

- A. Except as stipulated herein, all Manufactured Housing Parks, whether an expansion, alteration or reconstruction of an existing park or the development of a new park, shall meet the requirements for a residential subdivision, and shall conform to all applicable State laws and local ordinances or regulations. Where the provisions of this ordinance conflict with specific provisions of the Norridgewock Subdivision Regulation, the provisions of this ordinance shall prevail.

- B. All Manufactures Housing Parks shall obtain a valid license to operate the park from the Maine Department of Professional and Financial Regulation, Manufactured Board.

SECTION 6. PERMIT-METHOD OF APPLICATION AND REQUIREMENTS

In addition to the requirements of other ordinances and regulations of the Town of Norridgewock, the applicant shall apply to the Norridgewock Planning Board for a permit to expand, alter or reconstruct an existing Manufactures Housing Park or develop a new park. Seven copies of the application and accompanying information shall be submitted to the Planning Board at least one week preceding the regularly scheduled meeting. All applications shall be in writing, signed by the applicant who shall submit with the application, proof of right, title or interest in the propert together with a complete set of plans drawn to an appropriate scale, showing the location of the proposed park, and which shall, at a minimum, include:

- A. Boundary Survey certified by a registered Maine Land Surveyor;
- B. Topographical survey with contour intervals a minimum of five, unless specified otherwise by the Board;
- C. Maximum number, location, and size of all manufactured home spaces;
- D. Location of existing and any proposed structures;
- E. Location and width of all roadways, plan, profiles and cross sections;
- F. Location and size of all utilities;
- G. Location and intensity of lighting;
- H. Landscape plan;
- I. Erosion and sedimentation control plan;
- J. Stormwater management plan;
- K. Phasing plan;
- L. Construction schedule; and
- M. Additional information as may be required by the Planning Board.

SECTION 7. FEES

The Municipal Officers shall annually set the amount of all fees required by this Ordinance. The fee structure shall take into account the cost of hiring independent consultants to assist the Planning Board in technical review of the application.

SECTION 8. DESIGN REQUIREMENTS

The following design requirements are applicable to all expansions, reconstructions and development of new Manufactured Housing Parks.

- A. WATER: Public water is required for all Manufactured Housing Parks unless it can be demonstrated that public water is unobtainable and the on-site water supply can supply sufficient quantities of potable water to the development. The design, construction and operation of the water distribution system shall conform to the standards of “Maine Rules Relating to Drinking Water”.

The design of the Water Distribution System shall be prepared by a Professional Engineer registered in the State of Maine.

B. SEWER: Adequate on-site sewage disposal is required.

1. The applicant shall submit evidence of soil suitability for subsurface sewage disposal prepared by a Maine Licensed Site Evaluator in full compliance with the requirements of the State of Maine Subsurface Wastewater Disposal Rules. In addition, on lots where the limiting factor is identified as being within 24 inches of the surface, a second site with suitable soils shall be reserved for future replacement of the primary disposal area. The reserve area shall be shown on the plan and restricted so as not to be built upon.

2. In no instance shall a disposal area be permitted on soils or on a lot which requires a new system variance from the Subsurface Wastewater Disposal Rules.

3. The location of sewage disposal facilities in areas of significant sand and gravel aquifers and primary and secondary aquifer recharge areas as identified on Map #31, "Hydrogeological Data for Significant Sand and Gravel Aquifers", published by the Maine Geological Survey, as amended, shall require the submission of written certification from a licensed Site Evaluator or Registered Maine Geologist, that the cumulative impact of on-site disposal system(s) will not adversely affect ground water quality.

C. BUFFER STRIPS:

1. A 50 foot wide buffer strip shall be provided along all property boundaries that abut residential land which has a gross density of less than half of that proposed in the park. No structures, streets, parking or utilities may be placed in the buffer strip except as required to cross the buffer strip to provide services to the park.

2. Within 25 feet of any property boundary, and within the buffer strip, a visual screen shall be provided. The screen shall effectively screen at least eighty percent (80%) of the park as viewed from adjacent property and shall be adequately maintained throughout the life of the project so as to maintain the visual screen. Visual screening may consist of:

- a. Fences-Minimum height of 6 feet
- b. Earth berms
- c. Landscaping
- d. Natural existing vegetation.

3. Land area required for buffer strips shall be in addition to that required to meet individual lot size, open space, road right-of-way or shoreland zoning requirements.

D. LOT SIZE, WIDTH AND DENSITY:

1. Lots served by public sewer and water:

- a. Minimum lot area-6500 square feet
- b. Minimum lot width-75 feet.

2. Lots served by individual subsurface sewage disposal system and individual water supply:

- a. Minimum Lot Area-20000 square feet

- b. Minimum lot width-150 feet
- 3. Lots served by individual subsurface sewage disposal system and public water supply:
 - a. Minimum lot area-20000 square feet
 - b. Minimum lot width-100 feet
- 4. Lots served by a central subsurface wastewater sewage disposal system and public water supply:
 - a. Minimum lot area-12000 square feet
 - b. Minimum lot width-100 feet
 - c. Minimum density-One unit per 20000 square feet of total park area
- 5. Lots served by a central subsurface wastewater sewage disposal system and individual water supply:
 - a. Minimum lot area-12000 square feet
 - b. Minimum lot width-150 feet
 - c. Minimum density-One unit per 20000 square feet of total park area
- 6. Lots within a shoreland zoning district shall meet all lot area, lot width, setback and frontage requirements for that district.
- 7. The minimum overall density of the manufactured housing park shall be the combined area of:
 - a. The area required for manufactured home lots;
 - b. The area required for road rights-of-way;
 - c. The area required for buffer strips;
 - d. For parks served by public sewer, an open space area for storage and recreation equal to 10% of the combined area of the individual lots; and
 - e. The area within the required shoreland zone setback.

E. LOT SETBACKS

- 1. The following lot setbacks shall apply to all manufactured housing structures excluding accessory structures located on an individual mobile home site:
 - a. Frontyard setback (Private road)-20 feet
 - b. Sideyard setback-20 feet
 - c. Rearyard setback-10 feet
 Structures located within a Shoreland Zoning District shall meet the setback requirements for that district.
- 2. So as to avoid monotony and provide for creative design, the Planning Board may allow the frontyard setback, on a private road within the park, to be varied provided that no home may be closer than ten feet (10') from the right-of-way and the average distance is at least twenty feet (20') for all units.
- 3. For the purpose of providing more useable sideyard space on one side of a unit, the Planning Board may allow sideyard setbacks to be reduced to five feet (5') provided the distance between units be a minimum of twenty feet

(20’).

4. Accessory Structures located on an individual mobile home site shall not be located closer than 20 feet from the street right-of-way; nor less than 5 feet from the side lot line.

F. UNIT SEPARATION:

A minimum of twenty feet (20’) shall be maintained between all units in all directions.

G. LOT COVERAGE

All structures on the lot, including accessory buildings and structures shall not cover more than 50% of the lot area.

H. FOUNDATION SYSTEM:

All units shall be provided with a means to adequately support the structure. This construction constitutes a foundation constructed in accordance with the foundation system included in the manufacturer’s installation instructions, or requirements of this section. The manufacturer or owner may design for and specify installation of any foundation system which meets the requirements of this section.

1. Manufactured homes with manufacturer’s installation instructions shall include a typical foundation system designed by a registered professional engineer or architect to support anticipated loads specified in the manufacturer’s installation instructions for this area and meet the requirements of Chapter 3, Manufactured Home Foundation Systems, of NFPA-501A.
 2. Manufactured homes without manufacturer’s installation instructions shall have a foundation system designed and calculated by a registered professional engineer or architect sufficient to support the loads imposed by the support the loads impose by the support system of the manufactured home placed thereon which meets the requirement of Chapter 3, Manufactured Home Foundation Systems, of NFPA-501-A.
 3. Manufactured homes shall be provided with the appropriate anchoring system to be designed and installed in accordance with the requirements of Chapter 3, Section 3-2.7, NFPA-501-A.
- I. SKIRTING: Skirting shall be provided, where applicable, and installed on each manufactured housing unit in accordance with the manufacturer’s installation instructions. It shall be secured, as necessary, to assure stability, to minimize vibrations, to minimize susceptibility to wind damage, and to minimize possible frost heave. Access opening(s) not less than 18 inches in any dimension and not less than 3 square feet in area shall be provided and shall be located so that any water supply and sewer drain connections located under the manufactured housing unit are accessible for inspection. Such access panel(s) or door(s) shall

not be fastened in a manner requiring the use of a special tool to remove or open same. On-site fabrication of skirting shall meet the objectives cited herein.

J OPEN SPACE REQUIREMENTS:

1. Parks served by a public sewer shall have a minimum of 10% of the total park area reserved for open space and/or recreation. Such open space shall be accessible and useable by all residents of the park.
2. Parks served by a central subsurface waste disposal system shall reserve the land not utilized for lots (Section 8,D,4&5), less the area reserved for road right-of-way, as open space which shall be accessible and useable by all residents of the park.
3. Open Space Suitability-At least 50% of the required open space shall consist of land that is suitable for recreation.
4. Developed Open Space-All developed open space shall be designed and landscaped for the use of the park residents and shall be maintained for their long term use. Plans for these areas shall be submitted by the applicant.
5. Undeveloped Open Space-Undeveloped open space shall remain in its natural state where possible. Improvements for passive recreation, such as trails for walking and jogging or picnic areas, are permitted and encouraged.
6. Open Space Ownership-The applicant shall submit a copy of the park rules and a plan which specifies how the open space will be used and maintained, any conditions of use, maintenance plan, and areas dedicated to open space within the park.

K TRAFFIC

1. Manufactured Housing Parks which generate more than 300 average vehicle trip ends per day (as defined by the Institute of Transportation Engineers) shall be required to submit a traffic impact analysis prepared by a Professional Engineer experienced in traffic impact analysis.
2. In the case where the Planning Board determines it is in the interest of public safety the applicant shall be required to submit a traffic impact analysis prepared by a Professional Engineer.
3. Manufactured Housing Parks which generate more than 200 average vehicle trip ends per day (as defined by the Institute of Transportation Engineers) shall provide a minimum of two means of access and egress from a public street(s).
4. No manufactured home lot shall have vehicular access directly onto a state highway.

L ROADS

1. Roads within the manufactured housing park shall be designed by a Professional Engineer, registered in the State of Maine, and shall be built and maintained according to accepted engineering standards and as promulgated by the Maine Manufactured Housing Board. Road design submission shall

include: a plan, profiles, and cross-sections at a scale of 1"=40' horizontal and 1"=4' vertical scales.

2. Roads within the manufactured housing park which are to be offered for acceptance to the town shall meet the minimum road construction standards of the subdivision regulations and/or Town Road Ordinance.
 3. No dead end street within the park shall be more than 800 feet in length.
 4. On-street parking shall be prohibited unless an eight foot parking lane is provided on the side of the road.
 5. Cul-de-sacs shall have a minimum radius of 50 feet at the outer edge of the travelway.
 6. Two-way park roads have a minimum right-of-way of 23 feet and a minimum travel surface of 14 feet. On-street parking shall be prohibited.
 7. One-way streets shall have a minimum right-of-way of 18 feet and a minimum travel surface of 14 feet. On-street parking shall be prohibited.
 8. Street grades shall be no greater than 8 percent with short runs of no more than 12 percent provided traffic safety is assured.
 9. Roads which intersect with public roads shall meet the following standards:
 - a. Angle of intersection-The desired angle of intersection shall be 90 degrees. The minimum angle of intersection shall be 75 degrees.
 - b. Grade-The maximum grade within 75 feet of the intersection shall be 2 percent.
 - c. Sight Distance-The minimum sight distance shall be 10 times the posted speed limit on the existing public road. Sight distances shall be measured from the drivers' seat of a vehicle that is 10 feet behind the curb or edge of shoulder line with the height of the eye 3 ½ feet above the pavement and the height of the object 4 ¼ feet.
 - d. Distance from Other Intersections- The centerline of any street within a manufactured housing park intersecting with an existing public street shall be at least 125 feet from the centerline of any other street intersection that public street.
- M. DRIVEWAYS: Driveways shall have a minimum width of 10 feet and shall have a 5 foot radius or shall flare to a 14 foot width at street entrance.
- N. PARKING: Each manufactured home lot shall be provided with at least two (2) off-street parking spaces. Each parking space shall contain a minimum area of 200 square feet with minimum dimensions of 10 feet by 20 feet. The Planning Board may waive this requirement if an equivalent number of spaces are provided by an on-street parking lane.

In addition, one off-street guest or services parking shall be provided within the boundaries of the park at a ratio of one space for each four manufactured housing lots. The Planning Board may waive this requirement if an equivalent number of spaces are provided by on-street parking lane.

- O. UTILITIES: All utilities shall be designed and installed in accordance with applicable state rules and regulations. A Utility Plan shall be submitted indicating location of existing utilities and location, size and type of all new utilities.
- P. FIRE PROTECTION: Water supplies for fire department operations shall be

provided for each manufactured housing park. Hydrants shall be located along the community streets or public ways readily accessible for fire department use and located within 500 feet of all homes and structures. Hydrants shall have a minimum yield of 1000 gpm, with 25 psi residual pressure. Where a community water supply is not available, the manufactured housing park shall provide a reservoir or water supply with a source of not less than 3000 gallons accessible for fire department drafting operations. All fire protection measures shall be reviewed and approved by the Norridgewock Fire Chief and the Maine Forest Service (when applicable). Their written comments shall be furnished to the Norridgewock Planning Board.

- Q. SIGNS: Signs and advertising devices shall be prohibited in a manufactured housing parks except :
1. One (1) identifying sign at each entrance of the manufactured housing park, to a public street, no larger than 24 square feet which may be indirectly lit, but not flashing.
 2. Directional and informational signs for the convenience of the tenants and the public, relative to parking, office, safety, home address, etc.
 3. Manufactured home “for sale” signs, provided such signs that face a public road will be no more than 8 square feet and unlighted.
- R. STORM WATER DRAINAGE: All new manufactured housing parks or expansions to existing parks, whether or not served by an existing storm water collection system, shall be designed to control and manage storm water in accordance with the following guidelines:
1. A storm water management system shall be designed to infiltrate, detain or retain water falling on the site during a design storm such that the post-development peak discharge and runoff will not exceed the peak discharge and runoff from the site prior to any development activities;
 2. Storm water transportation systems shall be designed to pass the peak discharge of a twenty-four hour (24-hour), twenty-five year (25-year) storm frequency. Open channel systems will be designed to contain the design storm. In addition, areas expected to be flooded by the design storm will be indicated on the plans and be considered part of the drainage and storm water management system;
 3. The storm water management system shall take into consideration the upstream discharge and runoff which must pass over or through the development site and will include a surplus design capacity factor of twenty-five percent (25%) for potential increases in upstream runoff;
 4. Downstream drainage requirements shall be studied to determine the effect of the proposed storm water management system discharge off-site. The storm water management will not overload existing or future planned storm drainage systems downstream of the development nor will post-development peak discharge and runoff exceed pre-development peak discharge and runoff;
 5. The proposed storm water management system shall be designed by a Professional Engineer experienced in the design of storm water systems. The designer of the system will develop and submit for review, the method of calculation and the hydraulic calculations. These calculations will be based on

accepted engineering practices and demonstrate that the requirements of this section will be met;

6. Rights-of-way or easements will be designated for all components of the storm water management system lying outside the established public street lines;
7. The applicant shall certify in writing that all components of the storm water management system will be maintained until the system is placed under the jurisdiction of a legally created association or formally accepted by the town, which will then be responsible for the maintenance of the system; and
8. When construction of the development is to occur in phases, the planning of the storm water management system shall encompass the entire site which may ultimately be developed, and shall not be limited to an initial or limited phase of the development.

S. **LANDSCAPE PLAN:** A manufactured housing park shall have a Landscape Plan which takes into consideration the relationship of individual sites to one another, the proposed use of open space, the relationship of the Park to surrounding property, and a specific planting scheme. The planting scheme must include, at a minimum, plant species, size of plants at installation, and existing vegetation to be retained. The Landscape Plan must also include a permanent landscape maintenance program.

1. Where possible, existing trees shall be preserved, and mobile home stands shall be oriented with respect to scenic vistas, natural landscape features, topography, and natural drainage areas.
2. Lawn and other ground cover shall be installed on all areas except those covered by structures, paved or surfaced areas, landscaped areas, and undisturbed areas such as woods and drainage areas which are to be preserved in their natural state.
3. In addition to required buffers and screening, other planting shall be adequate in size, quantity and character to provide an attractive setting for the mobile homes and other improvements, to provide adequate privacy and pleasant outlooks for living units, to minimize reflected glare and to afford summer shade.

T. **SOLID WASTE:** The storage, collection, and disposal of solid waste in the park shall not create health hazards, rodent harborage, insect-breeding areas, accident hazards, or air pollution. All solid waste shall be stored in watertight containers which shall be provided in sufficient number and capacity to prevent solid waste from overflowing.

U. **EROSION AND SEDIMENTATION CONTROL:** Adequate measures shall be provided to control erosion and sedimentation during the construction phase and after the completion of the project. These should include but are not limited to the following:

1. Description and location of the limits of all proposed earth movement;
2. Description and location of all existing and proposed drainage features including the size of any culverts and cross-section of drainage ditches;
3. Description, location, and details of all temporary erosion and sedimentation control measures;

4. Description, location, and details of all permanent erosion and sedimentation control measures, including:
 - a. Areas to be ripped;
 - b. Areas to be seeded, with specifications for seed mixture (%), type of fertilizer, and application rates of lime, fertilizer and seed (lb/1000 sq.ft);
 - c. Areas to be mulched, including type of mulch and application rate;
 - d. Sedimentation ponds with engineering design data;
 - e. Timing and sequence of the above erosion and sedimentation control measures; and
 - f. Provisions for maintenance of all erosion and sedimentation control facilities which will remain after the project is completed, including designation of responsible parties.
- V ACCESSORY STRUCTURES: The following requirements shall apply to any accessory structures located on a manufactured home site and accessory to the manufactured unit. The accessory structure shall:
 1. Not exceed a width of 24 feet or length of 26 feet;
 2. Not exceed a wall height of 10 feet nor have a roof pitch exceeding 5 inches per foot; and
 3. Not obstruct required openings for light and ventilation of the manufactured housing unit equipment or utility connection.
 4. Meet all setback requirements of Section.E.4.
- X ATTACHED STRUCTURES: The following requirements shall apply to any extensions of manufactured homes such as porches, decks, and porticos. Such attached structures shall:
 1. Not be used for the storage of motor vehicles; and
 2. Meet all setback requirements of Section.E.1.
- Y. STORAGE: At least 300 cubic feet of enclosed tenant storage facilities shall be conveniently provided on or near each mobile home lot for storage of materials and equipment.

SECTION 9. MANUFACTURED HOME SAFETY STANDARDS

These standards shall apply to all manufactured housing units built before June 15, 1976, or not built according to the National Manufactured Housing Construction and Safety Standards Act of 1974, United States Code, Title 42, Chapter 70, to be located in a manufactured housing in the Town of Norridgewock.

A. EXIT FACILITIES-EXTERIOR DOOR

1. Required egress doors shall not be located where a lockable exterior door must be used in order to exit.
2. Homes shall have a minimum of two exterior doors not less than 12 feet from each other as measured in any straight line direction regardless of the length or the travel between doors. One of the required exit doors shall be accessible from

the doorway of each bedroom without traveling more than 35 feet.

3. All exterior swinging doors shall provide a minimum 28 inches wide by 74 inches high clear opening. All exterior sliding glass doors shall provide a minimum 38 inches wide by 72 inches high clear opening. Locks shall not require the use of a key for operation from the inside.

B. EXIT FACILITIES-EGRESS WINDOWS AND DEVICES

1. Every room designed expressly for sleeping purposes, unless it has an exit door, shall have at least one outside window or approved exit device. If an exit window or device is installed, it shall be listed in accordance with procedures and requirements of AAA 1704-1985.
2. The bottom of the window opening shall not be more than 36 inches above the floor.
3. Locks, latches, opening handles, tabs and any other window, screen, or storm window devices, which need to be operated in order to permit exiting, shall not be located in excess of 54 inches from the finished floor.

C. INTERIOR DOORS: Each interior door, when provided with a privacy lock, shall have a privacy lock that has an emergency release on the outside to permit entry when the lock has been locked by a locking knob, lever, button, or other locking devices on the inside.

D. FIRE DETECTION EQUIPMENT: At least one smoke detector (which may be a single station alarm) shall be installed in the home in the following locations:

1. On any wall in the hallway or spacing communicating with each bedroom area between the living area and the first bedroom door unless a door separates the living area from that bedroom area, in which case the detector shall be installed on the living area side as close to the door as practical. Homes having bedroom areas separated by any one or combination of living, or family room (but not a bathroom or utility room) shall have at least one detector protecting each bedroom area.
2. When located in hallways, the detector shall be between the return air intake (where applicable) and the living area.
3. The smoke detector shall not be placed in a location which impairs its effectiveness.
4. Smoke detectors shall be labeled as conforming with the requirements of Underwriters Laboratory Standards No. 217, Third Edition, 1985, as amended through October 8, 1985, for single and multiple station smoke detectors.
5. Each smoke detector shall be installed in accordance with its listing. The top of the detector shall be located on a wall 4 inches to 12 inches below the ceiling. However, when a detector is mounted on an interior wall below a sloping ceiling, it shall be located 4 inches to 12 inches below the intersection on the connecting exterior wall and the sloping ceiling. The required detector(s) shall be attached to an electrical outlet box and the detector connected by permanent wiring method into the general electrical circuit. There shall be no switches in the circuit to the detector between the overcurrent protecting device protecting

the branch circuit and the detector. The smoke detector shall not be placed on the same branch circuit or any circuit protected by a ground fault interrupter.

E. FLAME SPREAD

1. Ceiling interior finish shall not have a flame spread rating exceeding 75;
2. Walls and ceilings adjacent to or enclosing a furnace or water heater shall have an interior finish with a flame spread rating not exceeding 25. Sealants and other trim material 2 inches wide or less in width used to finish adjacent surfaces within this space are exempt if supported by framing members or by materials having flame spread rating not exceeding 25;
3. Exposed interior finishes adjacent to the cooking range shall have a flame spread rating not exceeding 50;
4. Kitchen cabinet doors, counter tops, back splashes, exposed bottoms, and end panels shall have a flame spread rating not to exceed 200; and
5. Finish surfaces of plastic bathtubs, shower units, and tub or shower doors shall not exceed a flame spread of 200; and
6. No burner of a surface cooking unit shall be closer than 12 horizontal inches to a window or an exterior door.

F. KITCHEN CABINET PROTECTORS

1. The bottom and sides of combustible kitchen cabinets over cooking ranges to a horizontal distance of 6 inches from the outside edge of the cooking range shall be protected with at least 5/16 inch thick gypsum board or equivalent limited combustible material. One-inch nominal framing members and trim are exempted from this requirement. The cabinet area over the cooking range or cooktops shall be protected by a metal hood with not less than a 3-inch eyebrow projecting horizontally from the front cabinet face. The 5/16 inch thick gypsum board or equivalent material which is above the top of the hood may be supported by the hood. A 3/8 inch enclosed air space shall be provided between the bottom surface of the cabinet and the gypsum board or equivalent material. The hood shall be at least as wide as the cooking range.
2. The metal hood will not be required if there is an oven installed between the cabinet and the range.
3. Ranges shall have a vertical clearance above the cooking top of not less than 24 inches to the bottom of combustible cabinets.

G. CARPETING: Carpeting shall not be used in a space or compartment designed to contain only a furnace and/or water heater. Carpeting may be installed in other areas where a furnace or water heater is installed provided that it is not located under the furnace or water heater.

H. ROOF LOADS: All homes with roofs added after construction will require a professional engineer to inspect the roof to determine that the roof and home can withstand the rigors of a State of Maine winter or wind uplifts that may occur.

I. HEATING AND FUEL BURNING SYSTEM: A person holding a master license

issued by the State of Maine Oil and Solid Fuel Examining Board shall inspect and certify that the hearing and fuel system meets the requirements of NFPA-31-Installation of Oil Burning Examining as adopted by that Board, or other applicable standards.

- J. ELECTRICAL SYSTEM: A person holding a master license issued by the State of Maine Electricians Examining Board shall inspect and certify that the electrical system is safe and meets the National Electrical code in effect at the time the home was constructed.

SECTION 10 PARK ADMINISTRATION

- A. The owner or operator of a manufactured housing park shall be responsible for operating the park in compliance with this Ordinance and shall be responsible for ensuring the maintenance of all park-owned structures, facilities, equipment, and grounds.

SECTION 11. TRANSFER OF OWNERSHIP OR CONVERSION OF PARK

- A. TRANSFER OF OWNERSHIP: In the event a person possessing a permit issued pursuant to this Ordinance transfers the ownership of the park, without transfer of the permit being approved by the Norridgewock Planning Board, the permit granted by the Board shall continue to authorize construction and operation of the manufactured housing park within the limits of this Ordinance and subject to the terms and conditions stated in the permit, provided that the parties to the transfer shall be jointly and severally liable for any violation of the permit until such time as the Board approves the transfer or issuance of a new permit to the new owner. The Planning Board may, in their discretion, require the new owner apply for a new permit, or may approve the transfer of the existing permit upon satisfactory showing that the new owner can abide its terms and conditions and will be able to comply with the provisions of this ordinance,
- B. CONVERSION OF PARK: No development or subdivision which is approved under the provisions of this ordinance as a manufactured housing park may be converted to another use without the approval of the Norridgewock Planning Board, and meeting the appropriate lot size, lot width, setback and other requirements. The plan to be recorded at the Registry of Deeds and filed with the municipality shall include the following restrictions as well as any other notes or conditions of approval:
 - 1. The land within the manufactured housing park shall remain in a unified ownership and the fee to lots or portions of lots shall not be transferred; and
 - 2. No dwelling unit other than a manufactured housing unit shall be located within the park.

SECTION 11 MISCELLANEOUS

- A. CONFLICTS WITH OTHER ORDINANCES: Whenever a provision of this Ordinance conflicts with or is inconsistent with another provision of this Ordinance or any other Ordinance, regulation, or statute, the more restrictive provision shall control.

- B. **VALIDITY AND SEVERABILITY:** Should any section or provision of this Ordinance be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of the Ordinance.
- C **EFFECTIVE DATE:** The effective date of this Ordinance shall be March 2, 1992.
- D **AMENDMENTS:** This Ordinance may be amended by the majority vote of the Legislative body.
- E **PLAN REVISIONS AFTER APPROVAL:** No changes, erasures, modifications, or revisions shall be made in the manufactured housing park plan after approval has been given by the Planning Board and the plan signed, unless the plan is first re-submitted and the Planning Board approves any modifications. In the event, that the manufactured housing park is recorded without complying with this requirement, the plan shall be considered null and void.
- F. **WAIVERS:** Where the Planning Board finds that extraordinary and undue hardship may result from strict compliance with these regulations, or where there are any special circumstances or a particular plan, it may waive any of these regulations provided that such waiver will not have the effect of nullifying the purpose of this Ordinance, the Comprehensive Plan, the Shoreland Zoning Ordinance, or any other ordinance.

SECTION 12 ADMINISTRATION, ENFORCEMENT AND PENALTIES

- A. **ADMINISTRATION:** The Planning Board of the Town of Norridgewock shall administer this Ordinance.
- B. **PROCEDURE FOR ADMINISTERING PERMITS:** Within 30 days of the date of receiving a written application, the Planning Board shall notify the applicant in writing either that the application is a complete application, or, if the application is incomplete, the specific additional material needed to make the application complete. After determining a complete application has been filed, the Planning Board shall notify the applicant and begin its full evaluation of the proposed Manufactured Housing Park. In addition, the Planning Board shall notify by mail all abutting property owners of the proposed Manufactured Housing Park, specifying the location and a general description of the proposed Manufactured Housing Park.

In the event the Planning Board determines to hold a public hearing on the application, it shall hold such hearing within 30 days of receipt of the completed application, and shall cause notice of date, time, and place of such hearing be provided the applicant, abutters, and be published in a newspaper of general circulation in the municipality in which the proposed Manufactured Housing Park is to be located, at least 2 times, the date of the first publication to be at least 7 days prior to the hearing.

The burden of proof that a proposed, enlargement or alteration of a Manufactured Housing Park is in conformity with the purposes and provisions of this Ordinance shall lie with the applicant.

- C. EXPIRATION OF PERMIT: Following the issuance of a permit, if no substantial start is made in construction within one year of the date of the permit or if work is not substantially completed within two years of the date of the permit, the permit shall lapse and become void.

The Planning Board may grant an extension when it finds the applicant has diligently pursued his obligations under this Ordinance and that an extension is justified by adverse weather, delay in material delivery due to no fault of the applicant, or by other valid reason.

- D ENFORCEMENT: It shall be the duty of the Code Enforcement Officer to enforce the provision of this Ordinance is being violated, he or she shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it, including discontinuance of illegal use of land, or work being done, and abatement of nuisance conditions. A copy of such notice shall be submitted to the municipal officers and be maintained as a permanent record.

The Codes Enforcement Officer shall conduct on-site inspections and insure compliance with this Ordinance and conditions attached to permit approvals. The Codes Enforcement Officer shall also investigate all complaints of alleged violations of this Ordinance.

When the above action does not result in the correction or abatement of the violation or nuisance condition, the Municipal Officers, upon notice from the Codes Enforcement Officer, are hereby directed to institute any and all actions and proceedings, wither legal or equitable, including seeking injunctions of violations and the imposition of fines, that may be appropriate or necessary to enforce the provisions of this Ordinance in the name of the municipality. The Municipal Officers, or their authorized agent, are hereby authorized to enter into administrative consent agreements for the purpose of eliminating violations of this Ordinance and recording fines without Court action.

- E PENALTIES: Any person, including but not limited to a landowner, a landowner's agent or contractor, who orders or conducts any activity in violation of this Ordinance shall be penalized in accordance with Title 30-A, MRSA, Section 4452.

SECTION 13 APPEALS

An administrative appeal may be taken to the Board of Appeals, within thirty (30) days from the Planning Board's decision on the application for a Manufactured Housing Park, where it is alleged that there is an error in any order, requirement, decision, or determination made by, or failure to act by the Planning Board in the Administration of this Ordinance. When errors of administrative procedure or interpretation are found, the case shall be remanded to the Planning Board for correction.

The person filing the appeal shall have the burden of proof.

A decision of the Board of Appeals or the Planning Board may be appealed to court as provided for by State Law.

SECTION 14 DEFINITIONS

ABUTTER: Any persons, corporation, or other entity legally entitled to hold ownership in land which abuts or is within 1000 feet of the proposed project property lines.

ACCESSORY BUILDING OR STRUCTURE: A building or structure which is in addition to or supplements the facilities provided by a habitable building or structure.

BOARD OR PLANNING BOARD: Board or Planning Board shall mean the Town of Norridgewock Planning Board.

BUFFER STRIP: A space which may be occupied only by a fence, landscaping, or natural vegetation.

BUILDING HEIGHT: The vertical distance measured between the average finished grade of the ground at the front of the building and the highest point of the roof, not including chimneys or similar accessory structures.

FOUNDATION: Means all of the following: A full, poured concrete or masonry foundation; a poured concrete frost wall or a mortared masonry frost wall, with or without a concrete floor; a reinforced, floating concrete pad for which a registered professional engineer's or architect's certification is provided; or any foundation which a registered professional engineer or architect certifies is suitable for placement on soil with high frost susceptibility.

FRONTAGE: The horizontal distance, measured in a straight line, between the intersections of the side lot lines with the front lot line.

LANDSCAPING: Landscaping includes, but not limited to grass, shrubs, trees, or other comparable cover and any existing vegetative cover.

LOT COVERAGE: The percentage of the lot covered by all buildings.

MANUFACTURED HOUSING: Means a structural unit or units designed for occupancy, and constructed in a manufacturing facility and then transported by the use of its own chassis, or placed on an independent chassis, to a building site. The term includes any type of building which is constructed at a manufacturing facility and then transported to a building site where it is utilized for housing and may be purchased or sold by a dealer in the interim. For the purposes of this ordinance two types of manufactured housing are included.

1. Those units constructed after June 15, 1976, commonly called "new mobile homes", which the manufacturer certifies are constructed in compliance with the United States Department of Housing and Urban Development standards, meaning structures, transportable in one or more sections, which in the traveling mode, are 14 body feet or more in width and are 750 or more square feet, and which are built on permanent chassis and designed to be used as dwellings, with or without utilities, including the plumbing, heating, air conditioning, and electrical systems contained therein; except that the term shall include any structure which meets all the requirements of this paragraph, 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, United States Code, Title 42, Section 5401, et seq.

2. Those units commonly called “modular homes,” which the manufacturer certifies are constructed in compliance with Title 10, Chapter 957, and rules adopted under that chapter, meaning structures, transportable in one or more sections, which are not constructed on a permanent chassis and are designed to be used as dwellings on foundations when connected to required utilities, including plumbing, heating, air conditioning or electrical systems contained therein.

MANUFACTURED HOUSING PARK: A parcel of land under unified ownership approved by the municipality for the placement of three or more manufactured housing units.

MANUFACTURED HOME LOT: The area of land on which an individual manufactured home is situated within a manufactured housing park and which is reserved for use by the occupants of the dwelling unit.

MANUFACTURED HOUSING SUBDIVISION: A parcel of land approved by the municipal reviewing authority under subdivision review for the placement of manufactured housing units on individually-owned lots.

MANUFACTURED HOUSING UNIT STAND: Area a manufactured home lot which has been reserved for the placement of a manufactured housing unit.

MINIMUM LOT SIZE: The land area of a parcel not including the area of any land which is: part of a right-of-way for a thoroughfare or easement, such as but not limited to, surface drainage easements or traveled rights-of-way (but not including utility easements servicing that lot); or which is wetlands.

OPEN SPACE USE: A use not involving a structure, earth moving activity, or the removal or destruction of vegetative cover, spawning grounds, or fish, aquatic life, bird or other wildlife habitat.

PARKING SPACE: An area of (200) two hundred square feet (10 feet wide by 20 feet long) exclusive of drives or aisles for the parking of vehicles.

PERSON: Person shall mean any individual, group of individuals, firm, corporation, association, partnership, or private or public entity, including a district, county, city, town or other governmental unit or agent thereof; and, in the case of a corporation, any individual having active and general supervision of the properties of such corporation.

PITCHED, SHINGLED ROOF: A roof with a pitch of 2 or more vertical units for every 12 horizontal units of measurement and which is covered with asphalt or fiberglass composition shingles or other materials, but specifically excludes corrugated metal roofing material.

SETBACK: The horizontal distance from a lot line to the nearest part of a structure.

SKIRTING: Weather-resistant material used to enclose the space from the bottom of the manufactured housing unit to grade.

STRUCTURE: Anything constructed or erected, the use of which requires a fixed location on or in the ground, or an attachment to something having a fixed location on the

ground, including buildings , car ports, decks and other building features, but not including signs, sidewalks, fences, patios, driveways, and parking lots.

SUBSTANTIAL COMPLETION: Seventy-five percent (75%) of the permitted project is constructed.

SUBSTANTIAL START: Completion of 30% of permitted structure or use as a percentage of estimated total cost.

UNDUE HARDSHIP:

1. That the land in question cannot yield a reasonable return unless a waiver is granted;
2. That the need for a waiver is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
3. That the granting of a waiver will not alter the essential character of the locality; and
4. That the undue hardship is no the result of action taken by the applicant or a prior owner.

UNUSABLE LAND: An environmentally sensitive area which if disturbed or destroyed can adversely affect unique ecological balances in the environment. Although specific areas require a case-by-case analysis, the following factors may be included in the determination of unusable land:

1. Areas with slopes in excess of 25%;
2. Areas of very poorly drained soils as identified by a registered Maine Soil Scientist or by the most current edition of the “Soil Survey, Somerset County, Maine”, Soil Conservation Service;
3. Any area identified as a wetland area as defined by the State of Maine;
4. Any area within the 100 year flood zone as delineated by the Federal Emergency Management Agency; and
5. Unique wildlife areas as identified during the Review Process.

YARD: The area between a structure and the property boundary.

YARD, FRONT: An open space extending the width of a lot from sideline to sideline, between the front lot line, and the nearest part of the dwelling unit on the lot.

YARD, REAR: An open space extending the width of a lot from sideline to sideline, between the rear lot line, or the corner of a triangular lot farthest from the front line, and the nearest part of a building on the lot. A corner lot has no rear yard.

YARD, SIDE: An open space extending along a side line of a lot from the front yard to the rear yard between the sideline and the nearest part of a building on the lot.