



Manufactured Dwelling Park Space Line Adjustment

Required Project Information		<i>(Applicant: complete this section)</i>	
Applicant Name:		Phone:	
Company:		Fax:	
Address:			
Applicant's Rep.:		Phone:	
Company:		Fax:	
Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
ASSESSORS MAP NO:		TAX LOT NO(S):	
Property Address:			
Property Owner:		Phone:	
Company:		Fax:	
Address:			
Description of Proposal: <small>If you are filling in this form by hand, please attach your proposal description to this application.</small>			
Signatures: Please sign and print your name and date in the appropriate box on the next page.			
Required Project Information		<i>(City Intake Staff: complete this section)</i>	
Associated Applications:			
Case No.:		Date:	Reviewed by:
Application Fee: \$	Technical Fee: \$	Postage Fee: \$0	
TOTAL FEES: \$		PROJECT NUMBER:	

Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p>Applicant:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>

<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p>Owner:</p> <p>_____ Date: _____</p> <p>Signature</p> <p>_____</p> <p>Print</p>
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Manufactured Dwelling Park Space Line Adjustment Application Process

1. Applicant Submits a Property Line Adjustment Application to the Development Services Department

- The application must conform to the *Manufactured Dwelling Space Line Adjustment Submittal Requirements Checklist* on page 4 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Manufactured Dwelling Park Space Line Adjustment Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application & Issues a Decision

- This is a Type I decision and thus is made without public notice and without a public hearing since there are clear and objective approval criteria and/or development standards that do not require the use of discretion.
- Decisions address all the applicable approval criteria and/or development standards.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City and may not be appealed.

Manufactured Dwelling Park Space Line Adjustment Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Manufactured Dwelling Park Space Line Adjustment Application Form**
- Narrative** explaining the purpose of the proposed manufactured dwelling space line adjustment, the existing use of the property, and any additional information that may have a bearing in determining the action to be taken.
- Twelve (12) Copies of the proposed Manufactured Dwelling Park Space Line Adjustment Plan** drawn to scale; including the following:
 - The new space lines depicted with solid lines and the old space lines depicted with a dotted line;
 - The dimensions of the new space; and
 - How each space is served by utilities.