



## MANUFACTURED HOME PARK & RV APPLICATION CHECKLIST

- 1) See [Section 14 \(Site Development Authorization\)](#) of the Kaufman County Subdivision and Land Development Regulations for more information regarding the permitting process.
- 2) A Pre-Application Conference with County Staff is **required** prior to submittal per Section 10.01.G.3. of the Kaufman County Subdivision and Land Development Regulations.
- 3) A Utility Connection Certificate (refer to [Section 9.05 of the Kaufman County Subdivision Regulations](#)) shall be issued after the Manufactured Home Park & RV is approved.
- 4) The applicant is responsible for reviewing [Section 10 \(Manufactured Home Rental Communities, Lodging Developments, and Recreational Vehicle Parks\)](#) of the Kaufman County Subdivision and Land Development Regulations prior to submitting a formal application for a Manufactured Home Park & RV Permit.
- 5) An electronic copy (Adobe PDF) of all required materials shall be submitted. Hard copies are optional. Electronic submittals can be emailed or saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

Item	Applicant	Staff
Completed Manufactured Home Rental Community, Lodging Development, and Recreational Vehicle Park Development Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Completed Pre-Application Conference with County Staff	<input type="checkbox"/>	<input type="checkbox"/>
Infrastructure Development Plans (IDP):		
Site Boundary Survey/Site Plan (may be shown on one plan or separated into separate sheets if needed)		
Title Block on the bottom right corner of the page with:	<input type="checkbox"/>	<input type="checkbox"/>
Name of the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block recording information (if platted).	<input type="checkbox"/>	<input type="checkbox"/>
Survey name and abstract number.	<input type="checkbox"/>	<input type="checkbox"/>
Gross acreage.	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation.	<input type="checkbox"/>	<input type="checkbox"/>
The name of the property owner.	<input type="checkbox"/>	<input type="checkbox"/>
The name of the surveyor or engineer that prepared the plans.	<input type="checkbox"/>	<input type="checkbox"/>
Sign and seal of the licensed professional engineer or registered professional land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
The location of proposed and existing manufactured homes/lodging units/RVs.	<input type="checkbox"/>	<input type="checkbox"/>



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FEMA designated floodways (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
A minimum of two entrances are required if thirty (30) or more spaces are present.	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent property owners' record information	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed boundaries with bearings and distances called out	<input type="checkbox"/>	<input type="checkbox"/>
The location and widths of existing and proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
The names and widths of existing and proposed interior streets (all interior streets shall be private and shall be designated as such).	<input type="checkbox"/>	<input type="checkbox"/>
The location of any existing electrical or natural gas utilities.	<input type="checkbox"/>	<input type="checkbox"/>
Locations for water lines, fire hydrants, and water wells	<input type="checkbox"/>	<input type="checkbox"/>
Fire lane locations and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Drainage features such as culverts, ponds, inlets, and storm pipes	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions for road frontage and setback lines.	<input type="checkbox"/>	<input type="checkbox"/>
Significant existing and planned site features such as buildings, dumpsters, parking, public/common areas, septic dump stations, septic systems and drain fields, water wells, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Entrance/Exit locations	<input type="checkbox"/>	<input type="checkbox"/>
Contact information for the Operator	<input type="checkbox"/>	<input type="checkbox"/>
The name, existing right-of-way width, and right-of-way dedications for County roads which access to the development will be taken.	<input type="checkbox"/>	<input type="checkbox"/>
Water Utility Plan		
Complies with <a href="#">Section 9 (Water and Wastewater)</a> of the Kaufman County Subdivision Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed water line locations and sizes	<input type="checkbox"/>	<input type="checkbox"/>
Utility easement locations and widths	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrant locations	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Utility Plan (if applicable)		
Complies with <a href="#">Section 9 (Water and Wastewater)</a> of the Kaufman County Subdivision Regulations.	<input type="checkbox"/>	<input type="checkbox"/>



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Existing and proposed sewer (including the location of septic systems) intended to serve the site.	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater treatment system compliant with the Kaufman County OSSF Ordinances (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Approved TCEQ Community Wastewater Treatment System (if applicable). This applies to a manufactured home rental community with a density of more than one house per acre.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drainage Plan</b>		
Complies with the standards listed in <a href="#">Section 7 (Stormwater Management)</a> of the Kaufman County Subdivision Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
Drainage features such as culverts, ponds, inlets, and storm pipes	<input type="checkbox"/>	<input type="checkbox"/>
100 Year flow is all within a drainage easement	<input type="checkbox"/>	<input type="checkbox"/>
FEMA designated floodways (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
Placement of any structure within regulatory floodplain is in accordance with the Kaufman County Flood Damage Prevention Order	<input type="checkbox"/>	<input type="checkbox"/>
<b>Paving Plan</b>		
Complies with <a href="#">Section 5 (Subdivision Design Standards)</a> of the Kaufman County Subdivision Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
There will be no direct ingress or egress to the county or state right-of-way or road from the manufactured home rental community except through interior roadways.	<input type="checkbox"/>	<input type="checkbox"/>
Entrance roads shall be at least eighty (80) feet in width	<input type="checkbox"/>	<input type="checkbox"/>
Roads designated as one-way or two way and none end in a cul-de-sac	<input type="checkbox"/>	<input type="checkbox"/>
Roads comply with Fire Code standards as adopted by Kaufman County	<input type="checkbox"/>	<input type="checkbox"/>
Service buildings, laundry, and sanitation facilities have been provided as required per Article 10.03.3.m.	<input type="checkbox"/>	<input type="checkbox"/>
An area for cluster mailboxes (U.S. Postal Service) shall be provided with the adequate off-street parking for the pick-up of mail and deliveries and property egress and ingress onto the road.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Digital file submission (optional):</b>		
All items submitted in Adobe PDF format must be saved on a CD/DVD or Flash Drive	<input type="checkbox"/>	<input type="checkbox"/>



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## Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have reviewed and met the standards contained in Section 10 (Manufactured Home Rental Communities, Lodging Developments, and Recreational Vehicle Parks) of the Kaufman County Subdivision and Land Development Regulations.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

\_\_\_\_\_  
Applicant's Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm