



## Manufactured Home Placement Permits

### Introduction

You will need to access the City's Governing Documents page to discern the code sections mentioned below (<https://www.fallscityoregon.gov/city-documents>). Please take the time to review the applicable sections as there are details in them not mentioned here. This document is meant to assist in navigating the various processes only and is superseded by all applicable laws, rules, and policies. The Falls City Manufactured Home Placement Permit (MHPP) is a planning and zoning review to ensure a proposed MHPP complies with all elements of the Falls City Zoning and Development Ordinance (FCZDO).

Before you build or begin to develop a site you will want to know about three general components of property development: land use, public infrastructure, and building permits.

**Zoning & Land Use** – This determines whether your desired use is permitted in the zone, and sets various other standards for each type of zone (e.g. Residential).

1. MHPP's are an approved use in the Residential (R) zone only. FCZDO 2.101.
  - a. See Falls City Zoning map on Governing Documents page to determine your zoning.

**Public Infrastructure** – This covers connection to utilities for new development, and required improvements to adjacent roadways.

1. You will need to contact the local electric company to arrange for electrical service installation (information on the City's power franchise(s) is available upon request).
2. **Water Service** – Falls City Municipal Code(FCMC) Chapter 51
  - a. You must connect to City Water if a service connection does not already exist at the property in question. You will need to fill out an application for a new service location and pay the application fee. Upon investigation by the public works department, the connection will be determined 'simple' or 'complex' which will dictate the base fee due for installation. You will be responsible for all costs in excess of the base fee prior to activating water service.
3. **Sewer Service** – FCMC Chapter 50
  - a. If the property in question falls within 300 feet of any community sewer main (or future community sewer main), you will be required to connect to City Sewer at your own expense. You will be required to submit an application, facility fee, and



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engineer stamped sewer plan. At that time, the City Engineer will review your plan and approve or request modifications from your Engineer. See FCZDO Chapter 50 for further information.

- b. If the property in question is not within 300 feet of an existing sewer main, the city may allow you to submit a waiver of rights to remonstrate for future sewer improvements and install an on-site septic system. This will require a site evaluation and septic system site plan approved by the Polk County Sanitarian.
  - c. If your property is already serviced by city sewer or on-site septic please show them on your site plan for planning review.
4. **Street Improvements** – FCZDO Section 2.211
- a. Full street improvements to all existing streets adjacent to, within, or necessary to serve the property shall be required at the time of development unless the applicant demonstrates to the City Engineer that the street meets City Standards and is in satisfactory condition to handle projected traffic loads.
  - b. The city may allow the developer to submit an approved waiver of rights to remonstrate for future street improvements in lieu of immediate improvements.
5. **Right of Way (ROW) Dedication** – FCZDO Section 2.211
- a. The City's transportation system plan identifies current ROW dimensions and required ROW dimensions to comport with the plan. If the current ROW does not meet the plan dimensions, you will be required to dedicate ROW along your property frontage to satisfy the requirements for your side of the street, but only if the ROW has not been previously dedicated by your property.

## **Building Permits** – You will need the following:

1. **Manufactured Home Placement Permit** – City of Falls City
  - a. Fully filled application
  - b. Site Plan showing all items on list
  - c. Copy of the factory specifications sheet for the home
  - d. Additional information (may be included on the site plan and/or in narrative format) to ensure compliance with FCZDO 1.202.02 “Manufactured Home” (A-G), FCZDO 2.209.02(B)(1-10), and FCZDO 2.206.05.
2. **Accessory Structure Permit** – City of Falls City
  - a. A garage or detached carport is required with a manufactured home and must be included on the site plan; if no garage or carport is currently located on the property, an accessory structure permit must be applied for at the same time the MHPP is applied for.



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- b. See Accessory Structure Permit Informational.
- 3. **Access Permit** – City of Falls City
  - a. If you do not have an address, or do not have a driveway, you'll need to apply for an access permit.
  - b. See Access Permit Informational
- 4. **Building (State Building Codes) Permits and Occupancy** – Polk County
  - a. This is required; you'll need to take your Falls City Approval to Polk County.
  - b. Contact Polk County for further information.

### Process

In order to obtain a manufactured home placement permit, you'll need to provide the application(s), site plan, and information listed in item's 6-8 above, along with the associated base fee(s) to City Hall. Your applications will be processed and any additional information or action needed will be communicated to you in a letter. Once you provide the additional information and/or take the additional actions, your application will be finalized (approved or denied).

Additionally, you'll have to apply for city water and sewer service (or provide on-site septic documentation), perform any required infrastructure improvements, and provide the city with proof of the mentioned legal documents as applicable (non-remonstrance, easements, ROW dedication).

Upon approval you can formally apply for your Polk County Building Permits, however it is a good idea to get going on the application form early if you can. You'll need to take your Falls City approval, with attachments, to the Polk County Building Division for assistance.

\*Note- if you require additional assistance to apply for a manufactured home placement permit, you will need to apply for a pre-application conference and pay the associated fee. See pre-application conference informational for details.