



PO Box 10  
100 West Halsey St.  
Halsey OR 97348

PH: (541) 369-2522  
FAX: (541) 369-2521  
TTY: (800) 735-2900  
www.cityofhalsey.com  
hilary@cityofhalsey.com

# CITY OF HALSEY

## Temporary Manufactured Home Hardship Permit

File Number: \_\_\_\_\_

### APPLICANT INFORMATION

Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____
<b>APPLICANT CERTIFICATION</b>	
<i>I hereby certify that the statements, attachments, exhibits, plot plan and other information submitted as a part of this application are true; that the proposed land use activity does not violate covenants, conditions and restrictions associated with the subject property; and, any approval granted based on this information may be revoked if it is found that such statements are false.</i>	
Signature: _____	Date: _____

### PROPERTY INFORMATION

Situs Address: _____	Nearest Cross Street: _____
Assessor Map & Tax Lot Number(s): _____	
Current Zoning: _____	
Total Area (sq ft): _____	Lot Dimensions: _____
Current Property Use: _____	
Existing Structures: _____	
_____	

### PROPOSED USE

Reason for requesting the Temporary Hardship Manufactured Home Permit: _____
_____
_____

## PROPERTY OWNER SIGNATURES & CONTACT INFORMATION

Signature: _____	Date: _____
Name: _____	Phone: _____
Address: _____	Cell: _____
_____	Email: _____

## REQUIRED STATEMENT

As the owner/person(s) providing care, I/We do agree to remove the temporary hardship manufactured home within 90 days after the hardship condition no longer applies to the manufactured home.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## REQUIRED SUBMITTALS

- Complete, Signed Application
- \$500 Deposit
- Site Plan
- Medical Certification or Documentation of Age

## PURPOSE

The purpose of the Temporary manufactured Home Hardship Permit is to provide for the placement of a temporary manufactured home under verified circumstances related to either a medical hardship or advanced age of a resident of the property which requires the provision of supervised care and assistance on a continuing basis. Each Temporary Manufactured Home Hardship Permit is required to be reviewed on a Biannual basis by the Planning Commission to verify that all of the circumstances which applied at the time of approval are still in effect. The person(s) providing care for the person(s) with the hardship agree in writing to remove the temporary hardship manufactured home within 90 days after the hardship condition no longer applies to the manufactured home.

***Multiple applications can be processed under the same review with the same deposit. You can apply for a variance and a partition at the same time and submit a single deposit. If the two applications are different Types, the process and the deposit required follow the standards of the higher Type. The deposit is drawn on for costs incurred in processing the application, including but not limited to: professional fees for the City Planner, Engineer, Attorney, Publications, Recording, and administrative fees. The City shall return any monies left over in the deposit within 60 days of finalizing the land use action. If there is money owed the City, the developer/person(s) requesting the land use action shall pay the City immediately upon receipt of a bill and prior to receiving any City services. Failure to pay fees as prescribed may result in building permits or other develop-***

OFFICE USE ONLY

PROCESS SUMMARY/TIMELINE

Date Received: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Received by: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Application Reviewed for completeness: \_\_\_\_\_ Date: \_\_\_\_\_

Additional materials requested: \_\_\_\_\_

\_\_\_\_\_

Application Complete on: \_\_\_\_\_

City Planner Review Complete: \_\_\_\_\_

Notifications Mailed on: \_\_\_\_\_ By: \_\_\_\_\_

Planning Commission Met: \_\_\_\_\_ Granted  Denied

Notice of Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Period Expires: \_\_\_\_\_

Appealed By: \_\_\_\_\_ Date: \_\_\_\_\_

Notice of Appeal Hearing Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Appeal Hearing Held: \_\_\_\_\_ Granted  Denied

Notice of Final Decision Mailed: \_\_\_\_\_ By: \_\_\_\_\_

## APPLICATION PROCESS

1. An application for Temporary Manufactured Home Hardship Permit follows the process of a Type II application, as per Halsey Development Code (HDC) Chapter 4.1.4.
2. The applicant must submit the completed, signed application and the required materials to show compliance with the requirements of HDC 4.8.4
3. The Planning Commission Meeting will review the application for the temporary hardship manufactured home permit in a public meeting. The Planning Commission Meeting shall be held within 35 days of the date of application.
4. The Planning Commission will approve, approve with conditions or deny the application within 35 days of the date of the initial public meeting.
5. Notice of the Planning Commission meeting will be sent to the applicant, and to the owners of the properties that abut the lot where the temporary hardship manufactured home is to be placed.
6. The decision of the planning commission may be appealed to the city council as provided for in HDC 4.1.4. The City Council will hold a public hearing within 35 days of the date of the appeal. The City Council will make a decision on the appeal within 35 days of the closure of the public hearing.

## STANDARDS AND REQUIREMENTS

A manufactured home may be temporarily placed on a lot in hardship circumstances when the following standards and requirements are met:

1. A licensed Oregon physician has certified that a medical hardship exists and the afflicted person requires daily supervision and care; or, the person to be cared for has provided documentation of being 70 years of age or older.
2. The temporary hardship manufactured home is placed on the same lot as the principle dwelling
3. The person with the hardship will occupy the temporary hardship manufactured home and the person(s) providing the care and assistance will occupy the principle dwelling on the lot.
4. The person(s) providing care for the person(s) with the hardship agree in writing to remove the temporary hardship manufactured home within 90 days after the hardship condition no longer applies
5. The manufactured home placement complies with all applicable zoning ordinance provisions of the appropriate variances have been obtained
6. An additional plumbing hookup to the existing sewer line on the property shall be required. The hookup shall comply with the Oregon State Plumbing Code and all applicable city ordinances.
7. The Temporary Home Hardship Permit is not transferable to other persons or property.
8. Each Temporary Manufactured Home Hardship Permit is required to be reviewed on a Biannual basis by the Planning Commission to verify that all of the circumstances which applied at the time of approval are still in effect.

***This information is only a summary. For additional information or clarification, please refer to the Halsey Development Code, or request clarification from city staff.***