

WAUSHARA COUNTY MOBILE HOME REQUIREMENTS

MOBILE HOME PLACEMENTS ON VACANT PARCELS: A conditional use permit is required for all mobile home placements in the unincorporated townships except those lands in the Town of Warren, which are greater than 1,000 feet from a lake and 300 feet from a stream. A conditional use application requires a public hearing application, which can be made at the Waushara County Zoning Office. You can contact the Zoning Office to obtain the scheduled public hearing dates, as well as applicable deadlines for each hearing. All mobile homes must have a minimum of 720 square feet of living area. The County standard for mobile homes is to be 4 years old or newer. Units that do not meet this age requirement are seldom approved. However, applications will be accepted for older units and are considered on a case-by-case basis. Consideration is based on value, appearance, and the location of the placement. You will need the following information to make a conditional use application:

• A site plan showing the location of the mobile home to be placed. This site plan should include distances to lot lines/roads/bodies of water, and driveways (existing or proposed).

• \$300.00 application fee

• If a new septic is to be installed, preliminary soils must be submitted prior to the public hearing date. If an existing septic system will be utilized, an evaluation may be required depending on the age of the system. If deemed necessary, this evaluation must be submitted prior to the public hearing.

• If the applicant does not own the property on which the mobile home is to be placed, we must have a copy of the accepted offer to purchase at the time application is made, or the applicant must sign an affidavit verifying he has the owner's permission to make the application.

In addition, units not meeting the 4 year age requirements must also submit:

• 2 color photographs showing the front, both sides, and rear of the exterior of the mobile home.

• An appraisal statement from a qualified person listing the estimated value of the mobile home, or a statement of the purchase price if the mobile home has been purchased within six months of the date of application.

• Any other information deemed necessary by the Zoning Administrator for full evaluation of the mobile home.

Prior to the public hearing, the Zoning Office is required to advertise the application in the official County newspaper (Waushara Argus), notify the Township, and if applicable, the Department of Natural Resources for shoreland applications. We also will notify property owners within 300' of the borders of the parcel where the mobile home will be placed. When the public hearing is held, all information in favor of and opposed to the application is heard, and the Planning and Zoning Committee will reach a decision.

REPLACING AN EXISTING MOBILE HOME: An upgrade of an existing mobile home is allowed in some instances by obtaining a land use (building) permit if certain criteria is met. The unit must meet the age requirements established (4 years old or newer). If the replacement mobile home meets the minimum age requirements but is not new, a picture of the exterior must be submitted. If a new septic is being installed, a sanitary permit must be obtained prior to issuance of a land use permit. If an existing septic system is to be utilized, a septic evaluation may be needed depending on the age of the system. If required, the evaluation must also be submitted before issuance of a land use permit. The replacement mobile home must have a minimum of 720 square feet of living area, and meet all of the applicable side/rear/road/water setbacks and be placed on a lot in conformance with the zoning requirements. The Zoning Office can help to determine this. In other words, if the existing mobile home does not meet one of the applicable setbacks, **the new mobile home cannot automatically be placed in the same location.** Once all of the required information is received, a land use permit can be issued.

If a replacement unit **will not** meet the minimum age requirements (4 years old or new), a conditional use permit will need to be obtained. Refer to the application/public hearing process outlined above with placements on vacant parcels.

Some Townships, by resolution, have requirements, which exceed those listed above. It is best to check with the applicable Township where the mobile home is to be placed for any additional requirements.

Information on requirements for placement of mobile homes within incorporated cities and villages as well as unincorporated townships, which have not adopted county zoning, should be obtained directly from these municipalities, as they are beyond our jurisdictional boundaries.

Additional information is available at the Waushara County Zoning Office, P.O. Box 1109, Wautoma, WI 54982, or by calling (920) 787-0453, or faxing (920) 787-6516.

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