



Ohio Administrative Code

Rule 4781-12-05.1 Submission for review and approval of development plans.

Effective: January 20, 2020

(A) Any person who proposes to develop a manufactured home park shall do the following prior to submitting plans to the division for approval:

(1) Request that the division conduct an evaluation of the proposed location, which shall include, but not be limited to, its topography, soil conditions, previous uses, and available utilities;

(2) Obtain flood level information for the proposed location of the manufactured home park to ensure that the manufactured home park will be protected from flooding. Flood level information shall include the elevation of the one-hundred-year flood as well as a delineation of the floodway limits. Flood level information can be found on maps published by the federal emergency management agency. For locations where the federal emergency management agency has not identified flood levels, or where the federal emergency management agency maps do not indicate one-hundred-year flood elevations or delineate floodways, the division may require the submission of such flood information prepared by a registered engineer.

(3) If the proposed manufactured home park or any portion thereof is located within a one-hundred-year flood plain, the person proposing development shall submit an application to the division for any permits under rule 4781-12-07.1 of the Administrative Code for development in a one-hundred-year flood plain area.

(B) The plans submitted to the division for approval shall be prepared by a professional engineer registered to practice in Ohio, shall be submitted electronically or in quadruplicate if in hard copy, and shall be accompanied by or include the following:

(1) A completed plan review application on a form prescribed by the division and signed by the owner of the manufactured home park and the person who prepared the plans. The form shall contain identifying information about the licensee or prospective licensee of the manufactured home park, the person who prepared the plans, and the contractor, if known;



- (2) Location and complete identification of any wetland areas as defined in paragraph (KK) of rule 4781-12-01 of the Administrative Code within the manufactured home park site and written verification that the permit required for the development in wetland areas has been obtained from the United States army corps of engineers;
- (3) Written verification by the local fire protection authority or authorities having jurisdiction in the area that adequate fire protection is provided and that applicable fire codes will be adhered to in the construction and operation of the manufactured home park;
- (4) An electronic copy, or four hard copies, of the completed manufactured home park data sheet form prescribed by the division and signed by the person who prepared the plans. The form shall contain identifying information about the owner of the manufactured home park; the person who prepared the plans; the contractor for the project; and information about the location and dimensional design of the manufactured home park relative to the lots, driveways, walkways, auto parking, lighting, solid waste collection and storage, storm water drainage, and water and sewer systems;
- (5) The total area of land to be used for manufactured home park purposes;
- (6) Plot plan of total park and development phases, of which each shall include area, dimensions, and elevations. If the proposed manufactured home park or any portion of the park is to be located within a one-hundred-year flood plain, a map shall be submitted that has been prepared by a registered professional engineer that shows the elevation and exact boundaries of the one-hundred-year flood plain, the specific areas of the park and lots within the one-hundred-year flood plain, and the location of the regulatory floodway if it is within the boundaries of the manufactured home park;
- (7) Design plans for all entrance and exit streets, the internal street system, and parking areas, including pavement designs and cross sections;
- (8) Location, number, and sizes of manufactured home lots;
- (9) Design and design plans for drainage of surface and storm waters;



- (10) Location of public and private service buildings;
 - (11) Design plans for any electrical, natural gas, propane, and fuel oil distribution systems including individual manufactured home service connections;
 - (12) Area lighting plan;
 - (13) Method and plan for blocking, base support, and anchorage of manufactured homes, freestanding auxiliary buildings, room additions, or other accessory structures connected to the manufactured home;
 - (14) Method of storage and collection of solid wastes;
 - (15) Method and layout for fire protection;
 - (16) The design plans and profiles of the sanitary sewerage system and the design plans for the water system;
 - (17) Written verification that the plans for the sanitary sewerage system and the water system, if the water is to be from a public water system, have been approved by the Ohio environmental protection agency;
 - (18) A copy of the location evaluation completed by the division under paragraph (A)(1) of this rule; written verification from the local zoning authority that the land use has been zoned and approved for the development of a manufactured home park; and
 - (19) A check or money order payable to "Treasurer, State of Ohio" or a payment by credit card for the review fee in an amount determined under paragraph (E) or paragraph (F) of this rule. Any payment of fees may be subject to a convenience fee as charged to the division. The division upon the request of the applicant for plan approval, may waive submission of any of the items required by this paragraph if the division determines that they are not necessary to review the plans effectively.
- (C) If plans submitted to the division are incomplete, the division may request additional



information or may return the incomplete plans without review to the person who submitted the plans. However, within thirty days after receipt of the additional information requested or receipt of complete plans that comply with paragraph (B) of this rule, the division shall approve or disapprove the plans.

(D) The division may disapprove plans if:

(1) The person submitting plans for review fails to comply with any requirements of sections 4781.26 to 4781.35 of the Revised Code or this chapter;

(2) The proposed development would not comply with any requirement of sections 4781.26 to 4781.35 of the Revised Code or this chapter;

(3) The plans submitted for review do not comply with the requirements of paragraph (B) of this rule; or

(4) The person submitting incomplete plans fails to respond to the division's request for additional information.

Any person aggrieved by the division's disapproval of plans may request a hearing on the matter. The request for a hearing must be received by the division within thirty days from the date that the notice of disapproval was mailed.

(E) The fee for plan review under this rule shall be equal to three per cent of the total cost of the proposed development up to a maximum fee of three per cent of total cost not to exceed five thousand six hundred sixty-nine dollars. This fee does not include the cost of any inspections performed under rule 4781-12-05.2 of the Administrative Code.

(F) Notwithstanding paragraph (E) of this rule, the minimum fee for plan review of new development that is not a base support system for projects received by the division on or after December 1, 2012, is four hundred five dollars. This fee does not include the cost of any inspections performed under rule 4781-12-05.2 of the Administrative Code.