

CHAPTER 19

MOBILE HOME PARKS

GENERAL PROVISIONS.

Intent and Purpose. The intent and purpose of this Chapter is to provide for regulations and requirements for the creation, development, licensing, operation, and maintenance of mobile home parks within the corporate limits of Belleville in order to preserve, protect, and promote the public health, safety, and general welfare.

Minimum Requirements. Every provision of this Chapter shall be construed liberally in favor of the municipality, and every regulation set forth herein shall be considered the minimum requirement for the promotion of public health, safety and welfare.

Relationship to Other Laws, Regulations. Whenever the requirements of this Chapter differ from or in conflict with those of any other regulation or other ordinance, the more stringent requirement shall prevail.

Full Compliance with Regulations. Upon the effective date of this ordinance, existing mobile home parks shall have **five (5) years** to be in full compliance with the provisions and requirements as set forth in this Chapter and other pertinent regulations. The required license shall expire after the **fifth (5th) year** for all mobile parks not found to be in compliance or where variances/waivers have not been approved by the corporate authority.

19-1-1 **DEFINITIONS.** Terms used in this Chapter have the following meanings:

"ANCHOR": means any approved device designed to be implanted in the ground and/or concrete to which the mobile home tie-down equipment is attached so as to prevent the home from shifting or toppling over as a result of high winds. **(Ord. No. 5218; 02-07-94)**

"MOBILE HOME": "Mobile Home" means a structure designed for habitation and so constructed as to permit its transport on wheels, temporarily or permanently attached to its frames, from the place of its construction to the location, or subsequent locations, at which it is intended to be a permanent habitation and designed to permit the occupancy thereof as a dwelling place for **one (1)** or more persons; the term "mobile home" shall also include manufactured houses constructed after **June 30, 1976**, in accordance with the Federal "National Manufactured Housing Construction and Safety Standards Act of 1974". It is further provided that for the purpose of this Code, the definition of "mobile home" shall include any portable structure used as an office, except that it shall not include a temporary portable structure at a construction site; provided, further that if a temporary construction site structure remains at a construction site for over **one (1) year**, permission to remain thereafter

must be obtained from the Building and Zoning Commissioner. As defined in this Code, a mobile home differs from a modular home in that it does not meet the adopted Building Code for the City. **(See definition of "Modular, Precut or Prefab Home", Chapter 60-2-2) (Ord. No. 5218; 02-07-94)**

"MANUFACTURED HOME": See Mobile Home definition.

"IMMOBILIZE": To remove permanently the wheels, tongue, hitch and other essential transportation devices from a home, and/or to place any mobile home on a permanent foundation.

"INDEPENDENT MOBILE HOME": A mobile home which includes the plumbing, heating and electrical systems self-contained. Said structure shall be constructed to meet the HUD requirements for mobile homes, and shall be at least **eight (8) body feet** or more in width and **forty (40) body feet** or more in length.

"LICENSE" means a permit issued by the Building and Zoning Commissioner authorizing the operation of a mobile home park in accordance with all applicable provisions of this Chapter and other requirements of the City of Belleville.

"MOBILE HOME SPACE OR MOBILE HOME SITE": Any portion of a mobile home park designed for the use or occupancy of **one (1) mobile home**.

"MOBILE HOME PARK": A tract of land or **two (2)** or more contiguous tracts of land upon which contains sites with the necessary utilities for **five (5)** or more independent mobile homes for permanent habitation either free of charge or for revenue purposes, and shall include any building, structure, vehicle, or enclosure used or intended for use as a part of the equipment of such mobile home park. Separate ownership of contiguous tracts of land shall not preclude the tracts of land from common licensure as a mobile home park if they are maintained and operated jointly. As specified in the Zoning Code, any newly developed mobile home park shall contain a parcel of land not less than **ten (10) acres** in area in single/ownership control. **(Ord. No. 5429; 05-15-95)**

"TIE-DOWN EQUIPMENT" means any approved device(s) used to attach a mobile home to anchors so as to keep the home securely on its stand/foundation. Must be in compliance with the Illinois Mobile Home Tiedown Act.

"PERMANENT HABITATION": means a period of **two (2)** or more months.

"DEPARTMENT": In this Chapter "Department" shall mean the Department of Planning and Development of the City of Belleville.

"DEPENDENT MOBILE HOME": A mobile home which does not have self-contained plumbing, heating and electrical systems.

"SCHOOL DISTRICT": Any district created or operated under the provisions of the School Code of the State of Illinois. **(See 105 ILCS)**

19-1-2 LICENSE. No person, firm, or corporation shall establish, maintain, conduct, or operate a mobile home park without first obtaining a license therefor from the Department. Such license shall be issued for **one (1) year** and shall expire at Midnight on **April 30** of the year next following the issuance thereof. The license shall be renewed from year to year upon payment of the annual license fee herein provided and upon certification by

the Building and Zoning Commissioner that the application is in substantial compliance with all provisions of this Chapter and other pertinent codes and regulations of the City of Belleville.

19-1-3 APPLICATION FOR LICENSE.

(A) In order to obtain a permit to construct, or an original license to operate a mobile home park, the applicant shall file with the Department a written application setting forth:

- (1) The full name and address of the applicant, or names and addresses of the partners if the applicant is a partnership, or the names and addresses of the officers if the applicant is a corporation, and the present or last occupation of the applicant at the time of the filing of the application. If the applicant is a corporation, a copy of the certificate of incorporation must be filed with the application.
- (2) The address, location, and legal description of the tract of land upon which it is proposed to construct, operate, and maintain a mobile home park.
- (3) The proposed and existing facilities in the mobile home park for water supply, sewage, garbage and waste disposal, and fire protection.
- (4) The proposed method of lighting the structures and land upon which the mobile home park is to be located.
- (5) The calendar months of the year in which applicant will operate said mobile home park.
- (6) The plot plans of the mobile home park, building plans and specifications for existing buildings and facilities, and the plans and specifications for new buildings and facilities or the proposed alterations in existing facilities, all as may be required by the rules and regulations under the provisions of this Chapter.
- (7) A statement of the fire-fighting facilities, public or private, which are available to the mobile home park.
- (8) The number of mobile home sites proposed to be constructed or licensed.

(B) An affidavit of the applicant as to the truth of the matters contained in the application shall be attached thereto.

Where a permit to construct as well as an original license to operate is sought by the applicant, request therefor shall be made in the same application.

19-1-4 ISSUANCE OF LICENSE OR PERMIT.

(A) Upon receipt of an application for a permit to construct a mobile home park or an application for a license to operate and maintain the same, the Department shall, if

the park is, or the proposed park will be, in conformity with this Chapter and the rules and regulations adopted by the City pursuant thereto, issue a permit to construct or an original license, as the case may be. If the application for a permit to construct or a license is declined, the Department shall give the reasons therefor in writing to the applicant; and if the objections can be corrected, the applicant may amend his application and resubmit it for approval.

(B) The applicant may appeal the decision of the Department not to renew or issue a license pursuant to **Section 19-1-4(A)** through a written request to the City Council filed with the City Clerk on a form provided by the Department. **(Ord. No. 5218; 02-07-94)**

(C) If a permit to construct a mobile home park has been issued, the applicant, upon completion thereof, shall notify the Department who shall then inspect the mobile home park and if completed in accordance with the accepted application, the Department shall issue a license.

(D) No change in any sanitary facilities, methods of water supply, sewer, drainage, garbage or waste disposal, and no change in the plot plan shall be made without first making a written application to the Department and receiving a written permit therefrom. Such application shall be made in the way and manner hereinbefore set forth. Such change or changes shall comply with such safety and sanitary Code, codes, rules and regulations as are applicable thereto. The written application shall be accompanied by detailed plans and specification as may be required by City Engineer's office in order to obtain the required permit to construct and/or modify the public facilities.

(E) Such a permit does not relieve the applicant from securing a building permit, or from complying with any zoning or other ordinances applicable thereto.

19-1-5 **LICENSE FEE.** A licensee under this Chapter shall pay to the City Clerk on or before **April 30** of each year, an annual license fee of **Fifty Dollars (\$50.00)** for the first **four (4) mobile homes** in the mobile home park and thereafter an additional sum of **Five Dollars (\$5.00)** for each additional mobile home space in the park. **(Ord. No. 5921; 10-19-98)**

19-1-6 **REVOCATION OR SUSPENSION OF LICENSE.** Any license under this Chapter shall be subject to revocation or suspension by the Department. However, the Department shall first serve or cause to be served upon the licensee, a written notice in which shall be specified the way or ways in which such licensee has failed to comply with this Chapter, or any rules or regulations promulgated by the Department pertaining thereto. Said notice shall require the licensee to remove or abate such nuisance, unsanitary or objectionable condition, specified in such notice within **five (5) days** or within a longer period of time as may be allowed by the Department. If the licensee fails to comply with the terms and conditions of said notice within the time specified or such extended period of time, the Department may revoke or suspend such license.

19-1-7 **PERMIT, DISPLAY OF PERMIT AND LICENSE TRANSFER.** No person, firm or corporation shall construct a mobile home park without first obtaining a permit to do so in accordance with **Section 19-1-4** of this Chapter. The permit to construct, license to operate, and permit to make alterations therein shall be kept on file in the office of the mobile home park. All licenses issued under this Chapter shall be nontransferable without the written consent of the Department. The Department shall not withhold such consent where the provisions of this Chapter have been met.

19-1-8 **SUPERVISION AND FACILITIES.** Each mobile home park licensed or to be constructed under the provisions of this Chapter shall provide for the following in the manner hereinafter specified.

(A) **Supervision.** Every mobile home park shall be managed by a responsible individual, whose name, address and telephone number shall be on file at all times with the Department, and whose duty it shall be to maintain the park, its facilities and equipment in a clean, orderly and sanitary condition, and be answerable, with the licensee, for any violation of the provisions of this Chapter.

(B) **Location and Space.**

(1) No mobile home park shall be so located that the drainage of the park area will endanger any water supply. All such parks shall be well drained. No waste water from mobile homes shall be deposited on the surface of the ground.

(C) **Water Supply.** An adequate supply of water of safe, sanitary quality, approved by the Department shall be furnished at each mobile home park. The water distribution system shall be designed and constructed to the requirements of the Drinking Water Systems Code and the Illinois Plumbing Code and shall be installed and maintained by a licensed Illinois plumber in accordance with the Plumbing License Law. Each independent mobile home site shall be provided with a cold water tap at least **four (4) inches** above the ground and properly installed in accordance with applicable codes.

(D) **Disposal of Sewage and Other Water-Carried Wastes.**

(1) All sewage and other water-carried wastes shall be disposed of into a public sewerage system whenever the interceptor or sewer main of such system is adjacent to or within **two hundred (200) feet** of the park. In mobile home parks in which such connections are not available, disposal shall be into an approved private sewage disposal system which includes a sanitary means of disposal, the operation of which creates neither a nuisance nor a menace to health.

(2) When a water carriage system of sewage is used, each mobile home site shall be provided with a sewer connection for the combined liquid waste outlet or outlets of each mobile home, and trapped below the frost line. It shall be the duty of the owner or operator of said mobile home park to provide an approved type of water and odor-tight connection, and it shall be the duty of

said owner or operator to make such connection and keep all occupied mobile homes connected to said sewer while located in a mobile home park. Sewer connections in unoccupied mobile home sites shall be so closed that they will emit no odors or cause a breeding place for flies, and shall be in full compliance with all Federal, State and City codes, regulations and ordinances. No water or waste shall be allowed to fall on the ground from the mobile home.

(E) **Garbage and Rubbish Storage and Disposal.**

- (1) A sufficient number of adequate fly-proof and water-tight containers shall be supplied for the storage of garbage, in accordance with standards of the Department.
- (2) Garbage containers shall be emptied at least once a week and shall not be filled to overflowing, or allowed to become foul smelling, or a breeding place for flies.
- (3) Garbage and rubbish shall be disposed of in a manner which creates neither a nuisance nor a menace to health and which is approved by the Department. Exterior premises shall be kept free from accumulation of trash and debris.
- (4) Adequate insect and rodent control measures shall be employed. All buildings shall be fly-and-rodent-proof, and rodent harborages shall not be permitted to exist in the park.

(F) **Central Cooking and Eating Facilities.** When community kitchens and dining rooms are provided, such facilities and equipment as are supplied must be maintained in a sanitary condition and kept in good repair.

(G) **Electrical Outlets.** Electrical outlets for each individual mobile home site shall be provided and the installation shall be in compliance with all State and City Electrical Codes and Ordinances. Each mobile home shall have its electrical service wires inspected by the City Electrical Inspector at the time it is connected to the power supply and a City Electrical Permit is required before hook-up is made. It shall be the responsibility of both the mobile home park owner and the owner of the individual mobile home to see that a City Electrical Permit is obtained for each mobile home.

It is further provided that service feeders from pole or pedestal are to be run in rigid conduit **eighteen (18) inches** below ground level to a point under a mobile home and below a mobile home lighting panel to a **twelve inch by twelve inch by six inch (12" x 12" x 6")** junction box and from this point, flexible conduit is to be used to the lighting panel in a mobile home.

(H) **Fire Protection.** Mobile homes in mobile home parks shall each be equipped with fire extinguishers in working order, **one (1)** in each end of the mobile home. Each fire extinguisher shall be periodically examined and kept at all times in a condition for use.

(I) **Porches and Canopies.** Temporary porches, and canvas-roofed canopies are permitted for mobile homes, and auxiliary rooms may also be authorized by regulation of the Department if constructed of fire-resistant materials of such specifications as shall be required by such regulations.

(J) **Skirting of Perimeter.** The base of each mobile home along the perimeter shall be completely enclosed with either commercial skirting, mortared brick or mortared concrete block in a manner as approved by the Department. The skirting shall be installed to allow proper ventilation and be equipped with an access panel of suitable size to enable inspection.

(K) **Building Code Applicable.** All buildings constructed or altered, all plumbing and all electrical and heating installations shall be in accordance with City Building Ordinances and the rules and regulations of the Department.

(L) **Foundations.** Each mobile home in a mobile home park shall be situated on a permanent foundation, consisting of either piers, a solid slab, or runners.

(1) **Concrete piers.** The minimum size required per pier is **two feet by two feet by two feet (2' x 2' x 2')**. The distance from center of pier to center of pier shall not exceed **ten (10) feet**.

(2) **Concrete slab.** The minimum depth of a solid slab is **six (6) inches**. A frost wall, **six (6) inches** wide by **sixteen (16) inches** deep, shall be constructed around the perimeter when a solid slab foundation is used.

(3) **Concrete runners.** Runners shall be at least **three (3) feet** wide by **eight (8) inches** deep. Runners shall be placed beneath the center of the "I-beams". There shall be **two (2)** "I-beams" on single wides, **four (4)** on double wides and **six (6)** on triple wides.

(M) **Tiedowns.** Each mobile home in a mobile home park shall be tied down in accordance with the "Illinois Mobile Home Tiedown Act" in at least **six (6) places** with **three (3) places** on each length side of the mobile home. Looped reinforcing rods or eye bolts shall be placed in concrete piers for anchoring. **(See 210 ILCS Sec. 120/1 to 120/7)**

(N) **Animal Control.** No cats, dogs, or other animals shall be permitted to run at large within a mobile home park and it is the responsibility of the mobile home park owner to maintain an adequate system of animal control within the mobile home park.

19-1-9 INDEPENDENT MOBILE HOMES. In no event shall a dependent mobile home, or non-permanent shelter or other vehicle designed or used for sleeping purposes, other than an independent mobile home, be permitted for occupancy at any time in a mobile home park.

19-1-10 APPROVAL OF APPLICATION FOR PERMIT.

(A) When the Department has approved an application for a permit to construct or make alterations upon a mobile home park or the appurtenances thereto or a

license to operate and maintain the same, it shall retain the original and keep a file thereof, and **one (1) copy** shall be returned to the applicant or his agent, and **one (1) copy** to the City Clerk. No permit shall be issued unless the fees as required for the license or renewal have been paid in full.

(B) The Department shall draft and supply all forms and blanks and specify the number and detail necessary to obtain permits to construct or make alterations upon mobile home parks; and for a license to operate and maintain such a park according to this Chapter.

19-1-11 RECORDS.

(A) The Department shall keep a record of all mobile home parks. The records shall show the names and addresses of all mobile home parks, names and addresses of the licensees, number of mobile home lots in each park, source of water supply, system of sewage and garbage disposal, and any other information deemed essential by the Department.

(B) The Department shall supply licensees of all mobile home parks with all health rules and regulations pertaining thereto made by the City, and any changes that may be made from time to time, which rules shall be kept posted by the management in a protected, conspicuous place within the mobile home park.

19-1-12 REGULATIONS. The following provisions are applicable to mobile home parks licensed under the provisions of this Chapter.

(A) **Streets and Driveways.** All streets and driveways in every mobile home park must be maintained in a passable and dustproof condition at all times. The mobile home park site shall be direct access to a public street or highway by accessway of at least **thirty (30) feet** in width. The design and construction of all streets shall comply with specifications and standards of the City Engineer's Office. Each mobile home space shall abut on a driveway or accessway at least **twenty-four (24) feet** wide with unobstructed access to a public street. Each mobile home space shall be located within **one hundred (100) feet** of such driveway or accessway. Appropriate turn-around space sufficient in size to accommodate emergency vehicles shall be provided at the terminus of any dead-end accessways in the mobile home park.

(B) **Sanitary and Safety Appliance.** The management of every mobile home park shall assume full responsibility for maintaining in good repair and condition all sanitary and safety appliances on said park.

(C) **Mobile Home Sites and Spacing.** All existing mobile home parks constructed before **October 18, 1993** shall not be required to meet the specific zoning provisions and regulations as specified in Division VI "MH-2" Mobile Home Park District (**Section 60-6-39**) with regard to minimum lot size, minimum yard dimensions, and minimum area for individual mobile home spaces. The following requirements however for such existing mobile home parks shall be complied with:

(1) Each mobile home space shall have a minimum area of **two thousand one hundred (2,100) square feet.**

- (2) No mobile home shall be parked or permanently erected closer than **five (5) feet** to the side lot lines of a park, or closer than **ten (10) feet** to a public street, alley or building. Each individual site/space shall abut or face on a private or public driveway or roadway. There shall be an open space of at least **ten (10) feet** adjacent to the sides of every mobile home and at least **five (5) feet** adjacent to the ends of every mobile home.
- (3) All mobile home sites, irrespective of shape, shall have a minimum frontage of **twenty-five (25) linear feet. (Ord. No. 5429; 05-15-95)**

19-1-13 MOBILE HOME PARK REGISTER.

(A) A register shall be maintained by the manager, caretaker or designed operator of each mobile home park. Such register shall include the name and address of the owner of each mobile home and every occupant of such mobile home and the square feet of floor space contained in such mobile home and the date of entry of such mobile home into the park.

(B) The above mentioned register shall be signed by an occupant of the mobile home. Any person furnishing misinformation for purposes of registration shall be deemed guilty of a misdemeanor and punishable under this Code for such offense. The registration records shall be neatly and securely maintained, and no registration records shall be destroyed until **six (6) years** have elapsed following the date of registration. The register shall be available at all times for inspection by law enforcement officers and by the Department.

(C) The manager, caretaker or designated operator shall not lease, rent or allow occupancy of any mobile home within the mobile home park until such time the occupant(s) obtains a "Certificate of Occupancy" from the Department. **(Ord. No. 5218; 02-07-94)**

19-1-14 INSPECTION AND VISITATION. The governing body of the school district in which such mobile home park is located, by and through its officers, attendance officers and proper employees, may inspect and visit a mobile home park for the purposes of examining the register with reference to children of school age for the purpose of enforcing attendance of school children housed in the mobile home park.

19-1-15 ENFORCEMENT, INSPECTION.

(A) The Department shall enforce the provisions of this Chapter and the rules and regulations adopted pursuant thereto affecting health, sanitation, water supply, sewage, garbage and waste disposal, and the Department shall personally inspect, at least once each year, each mobile home park and all the accommodations and facilities connected

therewith; such officials or officers are hereby granted the power and authority to enter upon the premises of such mobile home park at any time for the purposes herein set forth.

(B) The Department may issue rules and regulations to carry out the provisions of this Chapter.

19-1-16 HEARINGS. Any person refused a permit to construct or alter a mobile home park or a license, or whose license is suspended or revoked, shall have the right to a hearing before the City Council in accordance with **Section 19-1-4.**

19-1-17 PENALTY. Whoever violates any provision of this Chapter shall be fined not less than **One Hundred Dollars (\$100.00)** and no more than **Five Hundred Dollars (\$500.00)**. Each day's violation shall constitute a separate offense. In addition to the fines herein set forth, and to other remedies provided in this Chapter, an action for injunction may be brought to restrain such violation or to enjoin the operation of any such mobile home park.

19-1-18 INTERPRETATION. Nothing in this Chapter shall be construed to limit the requirements set forth for mobile home parks in the Zoning Code (Chapter 60).

19-1-19 GENERAL PROVISIONS.

(A) **Intent and Purpose.** The intent and purpose of this Chapter is to provide for regulations and requirements for the creation, development, licensing, operation, and maintenance of mobile home parks within the corporate limits of Belleville in order to preserve, protect, and promote the public health, safety, and general welfare.

(B) **Minimum Requirements.** Every provision of this Chapter shall be construed liberally in favor of the municipality, and every regulation set forth herein shall be considered the minimum requirement for the promotion of public health, safety and welfare.

(C) **Relationship to Other Laws, Regulations.** Whenever the requirements of this Chapter differ from or in conflict with those of any other regulation or other ordinance, the more stringent requirement shall prevail.

(D) **Full Compliance With Regulations.** Upon the effective date of this Code, existing mobile home parks shall have **five (5) years** to be in full compliance with the provisions and requirements as set forth in this Chapter and other pertinent regulations. The required license shall expire after the **fifth (5th) year** for all mobile home parks not found to be in compliance or where variances/waivers have not been approved by the corporate authority. **(Effective Date Dec. 6, 1993)**

(Ord. No. 5170; 12-06-93)