

***INFORMATION REQUIRED WHEN APPLYING FOR A MANUFACTURED HOME PARK (MHP) OR RECREATIONAL VEHICLE PARK (RVP) PRELIMINARY PLAN REVIEW***

**PRE-APPLICATION REVIEW**

Prior to filing the formal application described below, the applicant must submit plans of the proposal to the Community Development Director for review and comment. Such potential problems as drainage, topography, circulation, site design, and neighborhood impact will be identified and addressed during the course of this pre-application review.

**APPLICATION**

A complete application must be filed with the Planning Division in sufficient time to allow for staff to review the application and give public notification of the hearing before the Planning Commission. An application will not be accepted until complete, as determined by the Planning Division. A complete application must include:

1. Application Form (Attached).
2. Environmental Checklist. The Checklist will be reviewed by the City’s designated “responsible official,” who will determine if there appears to be a probable significant adverse environmental impact; if so, an Environmental Impact Statement (EIS) will be required.
3. Legal Description. The applicant must submit a complete legal description that adequately describes the property for which the MHP or RVP is requested. This legal description will be checked and verified by the Engineering Division. Inadequate legal descriptions will be returned for corrections.
4. Written Statement. The applicant shall submit a statement describing the characteristics of the project and the planned construction schedule, which must be submitted on a separate sheet(s) of paper.
5. Preliminary Plan Drawing. A reproducible preliminary plan drawn to a scale of 1” = 40’ is required. This drawing must include:
  - a. Proposed name of the MHP or RVP;
  - b. Location by section, township, range, and/or by other legal description;
  - c. Names, addresses and phone numbers of the developer(s), property owner(s), and registered land surveyor preparing the plan;
  - d. Scale of map, date, and north point;
  - e. Existing topography of the land indicated by contours at 5-foot intervals or less, except where a slope exceeds 50%, then the interval may be 10 feet. All elevations shall be based on City of Pullman datum;
  - f. A vicinity sketch at a scale of not more than 800 feet to the inch showing the proposed MHP/RVP in relation to surrounding property;
  - g. Land use zoning classification and the floodplain zone classification;
  - h. The lot divisions and land uses of adjoining properties within 300 feet of the boundary of the proposed MHP/RVP site;
  - i. Location, widths, and names of existing or prior platted and proposed streets, railroad or utility right-of-way or easements, parks or other public spaces, pedestrian walkways and existing permanent structures to be retained within and adjacent to the proposed development site;
  - j. Existing and proposed water and sewer lines, utilities on, under, or over the land showing approximate size, grades, and locations;
  - k. Layouts, approximate area, number, and approximate dimensions of proposed MHP/RVP lots;
  - l. Existing and proposed structures, common areas and facilities, yard setbacks, and circulation elements including walkways, bike paths, and parking in sufficient detail to show relationships among these elements;

- m. Location of all ditches, culverts, catch basins, and other parts of the design for the control of surface water drainage;
- n. Typical roadway section right-of-way to right-of-way and approximate grade for all proposed streets.
- o. A landscape plan showing all existing and proposed vegetation, including vegetation to be removed, and any fences, walls, walks, and other landscaping improvements.

**FEES**

- 1. MHP or RVP Preliminary Plan Filing Fee .....\$ 500.00
- 2. Environmental Checklist Review Fee:.....\$ 400.00  
(\$250 will be refunded if an EIS is not required)

**ASSISTANCE**

The Planning Division is available to answer questions about an application by phoning (509)338-3220.

**❖❖ A FINAL PLAN MUST BE APPROVED BY THE CITY COUNCIL UNDER A SEPARATE PROCEDURE. ❖❖**

RECEIPT NO.: \_\_\_\_\_

DATE APPLICATION RECEIVED: \_\_\_\_\_

DATE APPLICATION ACCEPTED AS COMPLETE: \_\_\_\_\_

**CITY OF PULLMAN  
MANUFACTURED HOME PARK OR  
RECREATIONAL VEHICLE PARK  
PRELIMINARY PLAN APPLICATION**

**APPLICANT:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

STATUS (property owner, lessee, agent, purchaser, etc.): \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

**REGISTERED ENGINEER OR LAND SURVEYOR:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PARK: \_\_\_\_\_

ZONE DESIGNATION: \_\_\_\_\_ TOTAL AREA: \_\_\_\_\_ NUMBER OF PARCELS: \_\_\_\_\_

**All information provided in this application is said to be true under penalty of perjury by the laws of the State of Washington.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_ Initial here if you will accept email correspondence in lieu of hardcopy mail.

This Manufactured Home Park or Recreational Vehicle Park Preliminary Plan Application is being submitted with my consent.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

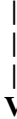
**PROCEDURE**

**STEP 1**  
**PRE-APPLICATION REVIEW**

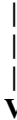
Applicant submits pre-application plan to City Planner for review and comment

**STEP 2**  
**PRELIMINARY PLAN REVIEW**

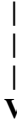
Applicant submits preliminary plan application



Site plan review committee review



Planning Commission holds public hearing; makes recommendation to City Council



City Council holds public meeting: 1) Council approves/denies preliminary plan; or 2) remands matter to Planning Commission

**STEP 3**  
**FINAL PLAN REVIEW**

Applicant submits final plan



City Council approves or denies final plan