

# Kershaw County Planning and Zoning Department

515 Walnut Street, Room 160, Camden, SC 29020 803-425-7233



## PRE-APPLICATION FOR MANUFACTURED HOME LICENSE AND REGISTRATION

### INSTRUCTIONS

No building, structure, or sign or any part thereof can be erected, added to, or structurally altered, nor shall any excavation or grading begin until the required permits have been issued. No building, structure, or land shall be used or occupied; nor shall any building, structure or land be converted, wholly, or in part to any other use, until all applicable and appropriate licenses, certificates and permits have been issued certifying compliance with the requirements of the Kershaw County Code of Zoning and Land Development Regulations (ZLDR).

The owner of the home must complete an Application for a Manufactured Home License and Registration at Kershaw County Planning and Zoning, Room 160, Kershaw County Government Center, 515 Walnut Street, Camden, SC. He must bring with him the following:

- Copy of a recorded plat – if plat has not yet been recorded in the property owner's name, a recorded deed establishing applicant ownership shall be submitted
- Copy of lease, if applicant is not owner of property
- Verification or establishment of an E-911 address
- Proof of ownership of manufactured home unless manufactured home is being purchased from a dealership
- Name and address of mortgage company, if applicable
- Copy of contract with a licensed installer – Installer's license issued by the Manufactured Housing Board or, if installed by a retail dealer, dealer's license, must be on file
- Manufacturer's installation manual
- \$200 fee

The Planning Official and/or other appropriate administrative officials may make or require inspections of any land disturbing activity, construction or maintenance requirement to ascertain compliance with the provisions of the ZLDR and to ascertain compliance with approved permit applications, plats and/or plans.

No manufactured housing shall be used or occupied unless and until the home has been installed in accord with these regulations and inspected for compliance by the Building Official or his designee.

Where, upon inspection by the Building Official or his designee, a manufactured home is found not to meet the minimum requirements of habitability per Article 4 of the ZLDR, said official shall take appropriate action to require the owner to make the necessary improvements to render the unit habitable; or block the use and placement of said unit by refusing to issue an installation permit, and denying electricity to the unit, and/or require the removal of said unit at the owners' expense.

Failure to secure final inspection, Compliance Certification, registration and license prior to occupying such unit shall be a violation of the ZLDR and processed accordingly. Any person, firm, or corporation in violation of any provision of the Zoning and Land Development Regulations shall, upon conviction, be guilty of a misdemeanor and fined or jailed per the provisions in Article 6.

The Planning Official may grant exceptions to this requirement in hardship cases, not to exceed 30 days.

All building permits issued by the Planning and Zoning Department have been determined to meet all applicable Kershaw County zoning and land development regulations. Permit conditions do not apply to any recorded covenants, and other deed restrictions that may affect the property. You are strongly advised to review the deed and/or other recorded documents related to the subject property to see if any restrictions apply that may prohibit the intended use of the property.

When applying for an Application for a Manufactured Home License and Registration, complete this pre-application and take it to the Planning and Zoning Department, Room 160, 515 Walnut Street, Camden, SC 29020.

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## PRE-APPLICATION FOR MANUFACTURED HOME LICENSE AND REGISTRATION

|       |                            |
|-------|----------------------------|
| DATE: | ESTIMATED COMPLETION DATE: |
|-------|----------------------------|

### PROPERTY LOCATION - 911 ADDRESS

|                 |                       |                              |      |
|-----------------|-----------------------|------------------------------|------|
| STREET ADDRESS: |                       | CITY:                        | ZIP: |
| SUBDIVISION:    | LOT #:                | DISTRICT:                    |      |
| TMS#:           | ZONING:               | # OFF-STREET PARKING SPACES: |      |
| PROPOSED USE:   | LAND AREA:      acres | CORNER LOT: YES [ ] NO [ ]   |      |

### MANUFACTURED HOME OWNER

|                  |            |        |      |
|------------------|------------|--------|------|
| NAME:            | TELEPHONE: |        |      |
| MAILING ADDRESS: | CITY:      | STATE: | ZIP: |

### OCCUPANT (If other than manufactured home owner)

|       |            |
|-------|------------|
| NAME: | TELEPHONE: |
|-------|------------|

### RECORDED LAND OWNER

|                  |            |        |      |
|------------------|------------|--------|------|
| NAME:            | TELEPHONE: |        |      |
| MAILING ADDRESS: | CITY:      | STATE: | ZIP: |

### CONTRACTOR/INSTALLER

|                  |            |            |      |
|------------------|------------|------------|------|
| NAME:            | TELEPHONE: | LICENSE #: |      |
| MAILING ADDRESS: | CITY:      | STATE:     | ZIP: |

|   |
|---|
| APPLICANT IS: MANUFACTURED HOME OWNER [ ]      MANUFACTURED HOME DEALER [ ] |
|---|

### MANUFACTURED HOME INFORMATION

|                                    |                                   |                               |                |             |
|------------------------------------|-----------------------------------|-------------------------------|----------------|-------------|
| YEAR:                              | MAKE:                             | MODEL:                        | SERIAL:        |             |
| HITCH SIZE:<br>Length:      Width: | FLOOR SIZE<br>Length:      Width: | COLOR:                        | SHUTTER COLOR: | # BEDROOMS: |
| PURCHASED FROM:                    |                                   | LOCATION OF HOME:      COUNTY |                |             |
| PURCHASE DATE:                     | MOVING PERMIT #:                  | VALUE: \$                     |                |             |

### MORTGAGE COMPANY

|                  |            |        |      |
|------------------|------------|--------|------|
| NAME:            | TELEPHONE: |        |      |
| MAILING ADDRESS: | CITY:      | STATE: | ZIP: |

**NUMBER OF STRUCTURES CURRENTLY ON PROPERTY**

|         |                     |                           |        |
|---------|---------------------|---------------------------|--------|
| HOUSES: | MANUFACTURED HOMES: | GARAGE/STORAGE BUILDINGS: | OTHER: |
|---------|---------------------|---------------------------|--------|

|  |
|--|
| USE OF HOME: <input type="checkbox"/> LEGAL RESIDENCE <input type="checkbox"/> RENTAL PROPERTY <input type="checkbox"/> OTHER: |
|--|

**UTILITY COMPANIES**

|         |              |
|---------|--------------|
| WATER : | ELECTRICITY: |
| SEPTIC: | SEWER:       |

**FLOOD PLAIN DATA**

|             |           |                    |
|-------------|-----------|--------------------|
| FLOOD ZONE: | PLOT PLAN | FLOOD CERTIFICATE: |
|-------------|-----------|--------------------|

|            |       |
|------------|-------|
| SIGNATURE: | DATE: |
|------------|-------|