

# *Town of Canandaigua*

## MANUFACTURED HOME INSTALLATION PERMIT

1. Name and Address of Property Owner: \_\_\_\_\_  
 Telephone Number / E-mail Address: \_\_\_\_\_
2. Name and Address of Applicant *if not property owner*: \_\_\_\_\_  
 Telephone Number / E-mail Address: \_\_\_\_\_
3. Subject Property Address: \_\_\_\_\_  
 Subject Property Tax Map Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_
4. Is this a NEW or USED manufactured home?    NEW    USED    YEAR \_\_\_\_\_  
 (Please circle one)

**As of July 1, 2007, no manufactured home shall be installed in the State of New York unless at least one person certified by the Department of State as an installer is present at the home site during the installation.**

Building Permit Application Checklist for Installation of a Manufactured/Mobile Home	
Manufactured or Mobile Home	Manufacturer: <span style="float: right;">NYS cert #</span>
	Model Number / Designation
	Installation Manual Available:
Retailer	Name: <span style="float: right;">NYS cert #</span>
	Address:
	Phone Number:
Installer	Name: <span style="float: right;">NYS cert #</span>
	Address:
	Phone Number:

Method of Support System Design	Manufacturer's Installation Instructions: <i>(manual shall be submitted as part of the permit application)</i>
	Engineered System
Type of Support System	Perimeter, Concrete or Concrete Block
	Piers and Ground Anchors
	Floating Slab
	Other Engineered Design
Anchorage	Ground Anchors and Ties
	Ties to Deadmen, Footings, or Foundation
	Engineered Design

1. What is the square footage of the manufactured home?
2. What is the square footage of the proposed attached garage?
3. What is the square footage of the proposed deck?
4. What is the square footage of the proposed porch?
5. What is the square footage of any proposed accessory structure(s)?
6. What is the <b>total</b> square footage of items 1 - 5?

5. Earthwork:

Cubic yards (CY) to be excavated: \_\_\_\_\_ Square feet (SF) of area to be disturbed: \_\_\_\_\_  
 (length (ft) x width (ft) x depth (ft) divided by 27 = CY) (length (ft) x width (ft) = SF)

6. Site Information:

Will the manufactured home be located within 100 feet of a bed of a stream carrying water on an average of 6 months of the year? Yes No

**A detailed plan of the site shall be submitted to obtain permits.**

DIMENSIONAL DESCRIPTION	APPLICANT MUST COMPLETE	ZONING OFFICER TO COMPLETE	
	To New Dwelling	Required By Code	Variance Required
Distance from the road right-of-way			
Distance from rear property line			
Distance from right side property line			
Distance from left side property line			
Height of House (measured from the average finished grade to highest peak)			

6. Utility Information:

Water Information: Public Private Well

If a private well will serve the subject property, owner must provide a copy of New York State Certification from well digger before permit can be issued.

Sewer Information: Public Private Onsite Wastewater Treatment System

If a private onsite wastewater treatment system serves the principal structure and the proposed



---

***Property Owner is responsible for any consultant fees  
(Town Engineer, Town Attorney, etc.) incurred during the application process.***

---

Please note that the **Property Owner** is responsible for all consultant fees during the review of this application including legal, engineering, or other outside consultants. Applications submitted to the Town of Canandaigua Planning Board will normally receive chargeback fees of at least five hours to ten hours for planning services including intake, project review, resolution preparation, SEQR, and findings of fact. PLEASE NOTE that the number of hours will be SIGNIFICANTLY INCREASED due to incomplete applications, plans lacking detail, or repeated continuations. Subdivision applications and larger commercial or industrial projects traditionally require more hours of engineering, legal, and other consultant review and preparation and will incur higher costs. Applications for new construction may be referred to the Town Engineer for engineering review which may include at least an additional eight to twelve hours of review time. The **Property Owner** will also be responsible for legal fees for applications submitted to the Town of Canandaigua Planning Board, Zoning Board of Appeals, or the Town of Canandaigua Development Office. Fees for engineering and legal expenses traditionally range between one hundred and one hundred fifty dollars per hour. A copy of the Town's annual fee schedule is available upon request from the Development Office or the Town Clerk's Office. The **Property Owner's** signature below indicates that the **Property Owner** understands that the **Property Owner** will be responsible for all outside consultant fees incurred as a result of the submitted application, and consents to these charges. Additionally projects approved by the Town of Canandaigua Planning Board may be required to pay a parks and recreation fee as established by the Town Board (currently \$ 1,000 per unit) if required as part of the conditions of approval.

\_\_\_\_\_  
(property owner)

\_\_\_\_\_  
(property owner)

The property owner represents and agrees as a condition to the issuance of these permits that the development will be accomplished in accordance with the Town Manufactured Home Parks Law (Chapter 134), the New York State Uniform Fire Prevention and Building Code, and the plans and specifications annexed hereto.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please **DO NOT** send payment with this application.  
Payment shall not be made until the fee is determined & the permit is issued.

\*\*\*\*\*

**For Office Use Only**

Application requires review by Planning Board and/or Zoning Board of Appeals. Yes No

\_\_\_\_\_  
Reviewed By

\_\_\_\_\_  
Date

Flood Zone \_\_\_\_\_ FEMA Panel # \_\_\_\_\_ Floodplain Development Permit Required? Yes / No

Within environmentally sensitive, open, deed restricted or conservation easement area? Yes / No

\_\_\_\_\_  
Code Enforcement Officer

\_\_\_\_\_  
Date

<b>Permit Issued</b>	<b>Permit Number</b>	<b>Fee</b>
Building Permit Fee		
Soil Erosion Permit Fee		
Recreation Fee		
Drainage District Fee		
Total Permit	(non-refundable)	