

PARISH OF ST. HELENA
ORDINANCE # 293
MOBILE HOME/MANUFACTURED BUILDING MOVING AND PLACEMENT PERMITS

Section 1: Purpose: In order to ensure safe and orderly development and to protect the health, safety and welfare of its citizens, to ensure against encroachment on other people's property, and to protect property values, the St. Helena Parish Police Jury (the **Parish or Police Jury**) hereby enacts this ordinance through the proper act of its legislative body, the St. Helena Parish Police Jury.

Definitions: For the purposes of this Ordinance, a manufactured home, or mobile home or house trailer, is defined as a vehicle or portable building which is constructed on a chassis, and/or which may be attached to wheels, and which is designed to be towed over roads and highways and to be used for occupancy (residential or business purposes). It may be used with or without a permanent foundation and may be designed to be transported and used in one or more sections. As such, the mobile unit will be duly titled by the appropriate regulatory agency and if rendered unsuitable for transportation, or its title rescinded, shall not be considered a legal mobile home or manufactured home for occupancy in St. Helena Parish. Travel trailers, pick-up campers, motor homes, tent campers, bus trailers, and other such units intended to be used for long term occupancy are included in this definition and must be permitted by the Parish.

Manufactured modular units built off site and intended for occupancy in St. Helena Parish are also included in this definition and shall be permitted by the Parish before movement and occupancy within unincorporated St. Helena Parish.

Section 2: Permit Types: Within the boundaries of the Parish of St. Helena, not including the area within the incorporated municipalities, and from the date of enactment of this ordinance, a mobile home or manufactured home permit for residential or commercial occupancy or placement within the Parish is required. This includes temporary or permanent types of uses for non-site built housing or business manufactured units built off-site and buildings usually not considered mobile units that are moved into or within St. Helena Parish and intended for placement and occupancy. A permit must be obtained from the Parish Building Permit office before any of the following activities, construction, or actions commence within the Parish. These required permits are outlined below:

- Placement and/or renovation of an existing building, manufactured housing, trailer, or mobile home being moved from one location to another location within St. Helena Parish or being brought in from outside the Parish for placement and occupancy within St. Helena Parish's unincorporated area.

- Occupancy permit from the Parish of St. Helena for occupancy of new mobile home or manufactured housing structures, whether commercial or residential.
- Moving and placement of new or used mobile homes or modular buildings, manufactured home, modular home, travel trailers, or mobile commercial building intended for occupancy or storage. Only approved and properly skirted HUD standard mobile homes manufactured after July 1st, 1994 (HUD mobile home code date) and having the required and exterior **affixed red metal ID label** and proper ownership documentation shall be permitted to be placed within the Parish boundaries. Those units located in the Parish not meeting these standards at the time of enactment of this ordinance are allowed to remain (**are grandfathered as non-conforming**) but shall only be replaced by HUD standard conforming units and may not be relocated within the Parish boundaries unless they are conforming structures properly permitted by the Parish and meeting the 1994 manufactured date shown herein.

Section 3: Permit Process- Start and Expiration Dates: Each application for permits for newly moved structures, intended for occupancy, including mobile or manufactured homes, modular homes, or commercial units, shall first be reviewed for approval by the St. Helena Parish Police Jury. The permit applicant must receive a permit before moving and occupying the manufactured unit. In the case of a mobile home/manufactured home legally permitted to be placed in St. Helena, proper anchoring and complete perimeter skirting must be completed before such mobile home is occupied and shall be completed before occupancy. After receipt of the proper permit, the moving and proper installation of the portable building must begin and be completed within 60 days. After such date, the permit must be updated by the applicant and approved by the Parish Building Permit office.

Section 4: Permit Fees: All moving, placement and occupancy permits to be obtained from the Parish Police Jury in conformance with this ordinance must pay the required permit fee for activities included herein, and such shall be obtained from the St. Helena Parish Building Permit office before commencement of the activity, installation, placement, occupancy, or construction. The fees include a \$200 inspection fee, \$25 sewerage fee, \$25 building-occupancy fee, and \$35 elevation certificate. A **site drawing and/or property survey** is required from the land owner or permit applicant by the Parish Health Unit in order to specify the location of building placement on the property.

Section 5: Minimum Building Setbacks and Lot Size: The minimum set-backs for newly newly placed mobile homes or buildings defined herein, will be as follows:

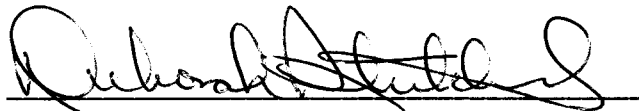
- 25 feet minimum front setback from a right of way or property line for residential or commercial buildings
- 25 feet minimum side and rear setbacks from right of way or property line for residential or commercial buildings

- A minimum of 25 feet between building structures on a single lot of record where there is no property line or right of way between such buildings
- No building will be located, in whole or in part, within or across private or public servitudes, easements, or rights of way.

Section 6: Minimum Lot Size and Lot Width for placement of a mobile home or manufactured home, or a newly moved building, and not within an approved mobile home park in St. Helena Parish, shall meet minimum Parish and State health and building codes. The required lot size is approximately ½ acre, or 22,500 square feet, per living unit for such units not connecting to approved community sewerage systems and to be served by individual sewage treatment systems. If the unit being placed is to be on property or a site already occupied by another living unit (house, apartment, mobile home, or business), then there will be at least 22,500 square feet on such property or site per living unit located or to be located on such property.

Section 7: Enforcement: The St. Helena Parish Police Jury Building Department, or the St. Helena Police Jury's designated representative, and/or the St. Helena Parish Sheriff's Office, will have the right and obligation to enforce this ordinance. The Parish may issue "stop work" orders to unpermitted or improperly permitted activity and can order that such activity be removed or deconstructed if not properly permitted by the Parish. When installation, placement, or construction activity takes place without a permit, but is allowed to remain, the responsible party must still apply for and obtain a permit after the fact (late fee), which will cost **double the permit fees** if not obtained before such installation or work begins. The Parish may also choose to deny electrical service, water service, gas service, or other public service or utility connections to any party violating this ordinance. Water Districts or private water companies within St. Helena Parish shall not provide water service to unapproved or unpermitted mobile homes, manufactured or modular homes defined herein without first verifying that such units have received proper permits from the Police Jury. To further enforce this ordinance, a fine of not more than \$500.00 may be charged by the Parish to any property owner, contractor, moving company, builder, agent, or resident that refuses to comply with the required permit outlined in this Ordinance.

Introduced by Major Coleman *; seconded by* Frank E. Johnson *, with voting as follows: 6 yeas; 0 nays; and 0 absent. Passed this 26th day of July, 2011, by a Unanimous vote of the St. Helena Parish Police Jury.*



Attest: Secretary

Permit# _____

PLACEMENT & MOVING PERMIT APPLICATION

FOR MOBILE or MANUFACTURED HOME/TEMPORARY COMMERCIAL TRAILER/MODULAR BUILDING

ST. HELENA PARISH POLICE JURY ♦ Phone: 225 222-3266

REQUIREMENT:

Mobile or Manufactured Home/Temporary Commercial Trailer must be manufactured after JULY 1, 1994.

APPLICANT INFORMATION

APPLICANT NAME: _____

First Name

MI

Last Name

Present Address of Applicant: _____

Road Name and Address

City

State

Zip

Applicant Telephone#: (____) ____ - ____ Alternate Telephone#: (____) ____ - ____

MOBILE or MANUFACTURED HOME/COMMERCIAL TRAILER/BUILDING INFORMATION:

Mobile Home/Building Moving Company Name: _____

Name of PERSON moving mobile home: _____

First Name

MI

Last Name

Mobile Home/Building Mover Telephone#: (____) ____ - ____ Alternate #: (____) ____ - ____

PROPERTY INFORMATION:

SITE ADDRESS where Mobile Home/Portable Building will be placed:

Where did you get this address? ☐ Post Office ☐ Police Jury ☐ 911 Office ☐ Other: _____

PROPERTY OWNER NAME; where building will be placed (if different from Applicant Name):

First Name

MI

Last Name

Property Owner Address: _____

Road Name and Address Number

City

State

Zip

Property Owner Telephone#: (____) ____ - ____ Alternate #: (____) ____ - ____

MOBILE /MANUFACTURED HOME INFORMATION:

Serial# _____ Size of Mobile Home or Building: _____ ft. x _____ ft.

Color: _____ Year Built: _____ Lot Size for placement: _____

Floodzone or Floodway: ☐ Yes ☐ No

(attach survey or site plan)

Please read the following and sign to complete this application: This permit becomes null and void, if structure authorized in this application is not moved within 60 days. This permit is valid for 60 days from the approval date authorized by the Parish, as shown below. The applicant shall not move nor occupy the structure until this permit application is approved and signed by the appropriate Parish official and all required permit fees are paid in full.

X _____
Signature of Applicant

____/____/____
Date

*** For Official Use Only - Applicant DO NOT WRITE BELOW THIS LINE ***

Requirement	Date Approved:	Approved by:
Sewer/Water Inspection (if applicable)	____/____/____	
Site Inspection	____/____/____	
Building Inspection	____/____/____	

JOURNAL

Jul. 13 2011 08:57AM

YOUR LOGO : ST HELENA POLICE JURY
 YOUR FAX NO. : 225-222-6405

NO.	OTHER FACSIMILE	START TIME	USAGE TIME	MODE	PAGES	RESULT
01	2224713	Jul. 07 12:28PM	00'47	SND	01	OK
02	18663141607	Jul. 07 12:52PM	01'06	SND	03	OK
03	<FAX # NOT AVAIL.>	Jul. 07 12:54PM	01'01	RCV	02	OK
04	2227001	Jul. 07 01:39PM	00'54	SND	02	OK
05	2224713	Jul. 07 01:48PM	01'22	SND	02	OK
06	(202) 2234745	Jul. 07 01:51PM	00'40	RCV	01	OK
07	225 222 4471	Jul. 07 01:58PM	02'24	RCV	13	OK
08	2252224160	Jul. 07 02:02PM	01'09	RCV	03	OK
09	2252224160	Jul. 07 02:03PM	01'08	RCV	03	OK
10	9858782228	Jul. 08 09:53AM	00'29	SND	01	OK
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13	<FAX # NOT AVAIL.>	Jul. 08 12:49PM	00'45	RCV	01	OK
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15	I D	Jul. 10 05:41PM	01'41	RCV	01	OK
16	985 748 7022	Jul. 11 09:04AM	01'11	RCV	02	OK
17	225 927 1560	Jul. 11 10:41AM	00'49	RCV	03	OK
18	12253423207	Jul. 11 11:23AM	01'41	SND	04	OK
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20	5184579378	Jul. 11 02:51PM	00'09	SND	00	NO DOCUMENT
21	15184579378	Jul. 11 02:51PM	08'13	SND	07	OK
22	I D	Jul. 11 05:13PM	01'44	RCV	01	OK
23	2224713	Jul. 12 08:29AM	01'32	SND	04	OK
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25	<FAX # NOT AVAIL.>	Jul. 12 10:37AM	00'39	RCV	01	OK
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27	I D	Jul. 13 12:20AM	01'38	RCV	01	OK
28	19038937797	Jul. 13 08:09AM	00'42	SND	01	OK
29	9857487104	Jul. 13 08:53AM	01'20	SND	03	OK
30	9857487104	Jul. 13 08:56AM	01'38	SND	04	OK

FOR FAX ADVANTAGE ASSISTANCE, PLEASE CALL 1-800-HELP-FAX (435-7329).

Please publish one time in the St. Helena Echo on August 3, 2011:

ST. HELENA PARISH POLICE JURY
NOTICE TO THE PUBLIC OF
THE PASSAGE AND ENACTMENT
OF AN ORDINANCE

At the regular meeting of the St. Helena Parish Police Jury held on July 26, 2011, the St. Helena Parish Police Jury passed and enacted the following ordinance which will take effect thirty (30) days after publication in the St. Helena Echo, to-wit:

FAXED TO ECHO AT 985-748-7104 ON __ July 27, 2011 __

Mobile Home Moving

13 JUL 11 AM 9:58

Please publish in the St. Helena Echo on July 20,
2011:

**ST. HELENA PARISH POLICE JURY
NOTICE TO THE PUBLIC
OF THE INTRODUCTION OF AN
ORDINANCE AND SETTING OF A
PUBLIC HEARING ON SAME**

The following ordinance has been introduced for consideration by the St. Helena Parish Police Jury at its regular meeting of July 12, 2011.

At the regular meeting of the St. Helena Parish Police Jury to be held on Tuesday, July 26, 2011, this ordinance will be on the agenda for public hearing and thereafter will be considered for final passage.

Pursuant to Section 2-112 of the St. Helena Parish Police Jury Code of Ordinances, the St. Helena Parish Police Jury hereby gives notice that the general public is invited to give its comments as regards this ordinance at the public hearing which has been scheduled for Tuesday, July 26, 2011, during the regular meeting of the St. Helena Parish Police Jury as conducted at the St. Helena Parish Police Jury Meeting Room located at 17911 Louisiana Highway 43, Greensburg, St. Helena Parish, Louisiana, beginning at 6:00 o'clock p.m.

The ordinance referred to herein reads as follows:

FAXED TO ECHO, 985-748-7104, ON July 13, 2011

Mobile Homes