Submitting a Permit

SUBMITTAL

- Permit Application
  Applications are available online at www.newbergoregon.gov and City Hall.
  Submit an application for the manufactured home and a separate application for carport, deck, shed and stair.
  
- Two Construction Plans
  Drawn to scale with dimensions.
  Submit plans for carport, deck, shed, and stair.
  Plan not required for manufactured home submittal.

- Two Site Plans
  A bird’s eye view of the lot showing existing and proposed structures, distance to property lines and other buildings, and elevations.
  See page 3 and 4 for a sample plan and page 5 for requirements.

- Circle the Space Number on the Park Map and Submit
  See pages 7-15 for park maps.

- Setbacks
  See page 6 for setback requirements.

- Fees
  The plan review fee is due at submittal and the remaining fees are due at the time of issuance.
  Sample fee brochure online at www.newbergoregon.gov.

INSPECTIONS

- Call (503) 554-7714 for Inspections
  If the permit holder or the permit holders agent fails to call for a setup inspection or causes the under floor area to be enclosed prior to the setup inspection, the permit holder or the permit holder agent shall remove the skirting prior to obtaining an inspection or hire a certified inspector to perform the set up inspection. A copy of the certified inspector’s report shall be provided.
MANUFACTURED BUILDING IN A PARK

STREET NAME

ELEV=181.08'

15' SETBACK FROM
PROPERTY LINE

EASEMENTS

24'

ELEV=181.75'

STEPS 28' TALL

NEW BUILDING

EXISTING CARPORT

PRIVATE ROAD

5' SETBACK FROM
BOUNDARY LINE

PROPERTY LINE

RAIN/FOUNDATION
DRAINS

28'

PRIVATE DRIVEWAY

ELEV=181.08'

1'=20'

CHECK LIST
- DRAW TO SCALE
- SHOW STEP HEIGHT
- SHOW ANY EASEMENTS
- SHOW ADJACENT PUBLIC STREETS
- DRAW ADJACENT SPACES WITH BUILDINGS

NAME OF MOBILE HOME PARK
1234 STREET NAME SPACE NO.
NEWBERG, OR 97132
CARPORT, DECK, SHED AND/OR STAIR IN A PARK

CHECK LIST
- DRAW TO SCALE
- SHOW STEP HEIGHT
- SHOW ANY EASEMENTS
- SHOW ADJACENT PUBLIC STREETS
- DRAW ADJACENT SPACES WITH BUILDINGS
- ANY NEW STRUCTURES OVER 32’ TALL MUST BE DRAWN
- SHEDS MUST BE 200 SQFT OR OVER

NAME OF MOBILE HOME PARK
1234 STREET NAME SPACE NO.
NEWBERG, OR 97132
Plot/Site Plan Requirements

The plot/site plan shall include the following items:
(Not required to be prepared by a professional)

- Location of the carport, deck, shed, and/or stair;
- Approximate elevations at each corner of the lot. If more than 12 inches show contour lines;
- Location of all excavations and fills on the lot;
- Approximate finish grade;
- Streets, easements, lot lines, setbacks, public sidewalks, and existing structures and adjacent spaces existing structures;
- Property lines, applies if you are on the perimeter of the park;
- Site drainage locations for water, sewer, storm and raindrains.

Effective January 1, 1999, Oregon Administrative Rule (OAR) 918-500-0060 requires plot/site plans to be submitted with every manufactured building permit application.
## Minimum Fire Separation Inside Parks

### Building Setbacks - Table 9-A

<table>
<thead>
<tr>
<th>Minimum Setbacks &amp; Clearances studying</th>
<th>Manufactured Dwellings</th>
<th>Accessory Buildings</th>
<th>Accessory Structures</th>
<th>Garages</th>
<th>Cabanas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Line (4)</td>
<td>5 feet (6)</td>
<td>5 feet</td>
<td>5 feet</td>
<td>5 feet</td>
<td>5 feet</td>
</tr>
<tr>
<td>Public Street (4)</td>
<td>10 feet</td>
<td>10 feet</td>
<td>10 feet</td>
<td>10 feet</td>
<td>10 feet</td>
</tr>
<tr>
<td>Park Street</td>
<td>5 feet</td>
<td>5 feet</td>
<td>5 feet</td>
<td>5 feet</td>
<td>5 feet</td>
</tr>
<tr>
<td>Park Sidewalk</td>
<td>2 feet</td>
<td>2 feet</td>
<td>0 feet</td>
<td>2 feet</td>
<td>2 feet</td>
</tr>
<tr>
<td>Manufactured Dwelling on Same Lot</td>
<td>Not Permitted (6)</td>
<td>3 feet (3)</td>
<td>0 feet</td>
<td>6 feet (3)</td>
<td>0 feet</td>
</tr>
<tr>
<td>Manufactured Dwelling on Adjacent Lot</td>
<td>10 feet (7)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet</td>
<td>10 feet</td>
</tr>
<tr>
<td>Building on the Same Property Inside the Park</td>
<td>10 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>10 feet</td>
<td>10 feet (3)</td>
</tr>
<tr>
<td>Building on Adjacent Properties Outside the Park</td>
<td>10 feet (3)</td>
<td>10 feet (3)</td>
<td>3 feet (3)</td>
<td>10 feet</td>
<td>10 feet (3)</td>
</tr>
<tr>
<td>Accessory Buildings (1) on Same Lot</td>
<td>3 feet (3)</td>
<td>3 feet (3)</td>
<td>0 feet</td>
<td>3 feet (3)</td>
<td>3 feet (3)</td>
</tr>
<tr>
<td>Accessory Buildings (1) on Adjacent Lot</td>
<td>6 feet</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
</tr>
<tr>
<td>Accessory Structures (2), (5) on Same Lot</td>
<td>0 feet</td>
<td>0 feet</td>
<td>0 feet</td>
<td>0 feet</td>
<td>0 feet</td>
</tr>
<tr>
<td>Accessory Structures (2), (5) on Adjacent Lot</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
</tr>
<tr>
<td>Garage (1) on Same Lot</td>
<td>6 feet (3)</td>
<td>3 feet (3)</td>
<td>0 feet</td>
<td>0 feet</td>
<td>6 feet (3)</td>
</tr>
<tr>
<td>Garage (1) on Adjacent Lot</td>
<td>6 feet</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet</td>
</tr>
<tr>
<td>Cabana (1) on Same Lot</td>
<td>0 feet</td>
<td>3 feet (3)</td>
<td>0 feet</td>
<td>6 feet (3)</td>
<td>6 feet</td>
</tr>
<tr>
<td>Cabana (1) on Adjacent Lot</td>
<td>10 feet</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>6 feet (3)</td>
<td>10 feet</td>
</tr>
</tbody>
</table>

**Notes:**
1. Accessory buildings include storage sheds and similar structures used in conjunction with manufactured dwellings, but for the purpose of this table only, shall not include garages or cabanas since their fire separations are different.
2. Accessory structures include decks, landings, guard rails, hand rails, steps, ramps, awnings, carports, and similar structures used in conjunction with manufactured dwellings, but for the purpose of this table only, shall not include skirting or ramadas since their fire separation requirements are not applicable to this table.
3. See Section 9-5.3 of this Chapter for alternate setbacks and clearances. With prior approval from the authority having jurisdiction, those fire separations noted in this table may be further reduced with the use of fire resistive construction according to the prescriptive requirements contained in the Oregon One and Two Family Dwelling Specialty Code.
4. Setbacks from perimeter property lines and public streets may be greater than those dimensions shown in this table. See the individual municipalities planning ordinances for further restrictions.
5. Setbacks and clearances addressed in this table shall be measured to the exterior wall for the structure and shall not include the eave overhangs except for awnings and carports.
6. These noted setbacks and clearances are established by Oregon Revised Statute and shall not be reduced and shall not be given a variance from the authority having jurisdiction.
1500 Sandoz – Zoning: R-2
Azalea Gardens Mobile Manor

1103 N Springbrook Rd – Zoning: R-2
Chehalem Mobile Park

211 Old Hwy 99W – Zoning: R-2
Newberg Mobile Park LLC

501 E Illinois – Zoning: R-2
Nut Tree Ranch Mobile Estates

| 2902 E Second St – Zoning: R-2 |
Springbrook Estates

1000 Wilsonville Rd – Zoning: R-2
300 S Everest – Zoning: R-3