

# HONEY BROOK TOWNSHIP

## MOBILE / MANUFACTURED HOME COMMUNITY / PARK ANNUAL COMPLIANCE CHECKLIST INSTRUCTIONS

Mobile / Manufactured Home Communities / Parks are subject to the regulations outlined in Chapter 14 of the Township Code of Ordinances, available on the Township website, [www.honeybrooktwp.com](http://www.honeybrooktwp.com). If you require a hard copy of these regulations, please contact the Township Administration Office at 610-273-3970.

### Please submit:

1. The checklist on page 2 with all the information filled out:
  - a) Name of Community: name of the Mobile/Manufactured Home Community/Park
  - b) Number of Lots: according to the Township records.
  - c) Owner's Name: owner of the Mobile/Manufactured Home Community/Park
  - d) Site address: location of the community. This should NOT be an address of a lot on the property. Each community has its own situs (location) address assigned to it.
  - e) Mailing address: address to send correspondence with respect to this community.
  - f) Phone Number & E-mail: for the owner of the community
  - g) Manager's Name and contact information should be provided **only if** it is different from the owner's contact information. If these blanks do not apply, please put "n/a" (for "not applicable").
2. The fee per the enclosed invoice. This is based on the number of lots under 1.b) above.
3. A site plan of the manufactured/mobile home community/park which shows:
  - a) Location of manufactured/mobile home community/park relative to public roads;
  - b) Location of all improvements within the manufactured/mobile home community/park site;
  - c) Layout of manufactured/mobile home lots and streets;
  - d) Tract boundaries and manufactured/mobile home lot boundaries dimensioned in bearings or, at a minimum, distances;
  - e) Location of firefighting equipment and facilities;
  - f) Location of the water and sanitary sewer systems; and
  - g) The assigned manufactured/mobile home lot numbers.
4. A list of manufactured homes in the community which shows:
  - a. Each manufactured home's lot number,
  - b. Each homeowner's name,
  - c. The manufacturer of each home, and
  - d. The dimensions and description of the home occupying the lot.

Please return the checklist (page 2), site plan, and list of homes along with the renewal fee (Check made payable to "Honey Brook Township") to:

**Honey Brook Township**  
**P.O. Box 1281, 500 Suplee Road**  
**Honey Brook, PA 19344**

**HONEY BROOK TOWNSHIP  
ANNUAL APPLICATION CHECKLIST FOR  
MANUFACTURED/MOBILE HOME COMMUNITY/PARK LICENSE  
For Calendar Year \_\_\_\_\_**

**Twp Use Only**  
Date rec'd \_\_\_\_\_

*Complete this form and return with the annual fee, site plan, and list of homes to Honey Brook Township, P.O. Box 1281, Honey Brook, PA 19344.*

Name of Community: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Manager's Name (if different than owner): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

If any of the above have an interest in the operation, maintenance, and use of the manufactured/mobile home community/park, please mark an asterisk (\*) by their name. List below the name(s) and address(es) of any other person(s) not listed above who have an interest in the operation, maintenance, and use of the manufactured/mobile home community/park.

**By my signature on this permit application, I agree to conform to all requirements of the Honey Brook Township Code Chapter 14. I also authorize the zoning officer to inspect the use as necessary in accordance with the International Property Maintenance Code adopted by Ordinance 176-2014. I acknowledge that the annual license will not be issued until the facility has passed its annual inspection and all requirements of Section 14-103.2 of the Township Code are met.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Office Use Only**

Inspected by: _____	Date: _____	Fee = # lots x \$5.00: _____	Paid by: cash _____
Signature			Check # _____
_____		Zoning District: _____	
Printed name			
Tax Parcel #(s): _____		Parcel(s)' Size(s): _____	