COLLIN COUNTY

MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS

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COLLIN COUNTY MANUFACTURED HOME RENTAL COMMUNITY REGULATIONS

1.01 INTRODUCTION

A. Introduction

A Manufactured Home Rental Community (MHRC) is a plot or tract of land that is separated into two or more spaces or lots that are rented, leased, or offered for rent or lease, for a term of less than 60 months without a purchase option, for the installation of manufactured homes for use and occupancy as residences.

The Local Government Code Section 232.007 requires an Infrastructure Development Plan (IDP), as defined in these regulations, for all MHRCs developed after August 30, 1999.

The owner who intends to use the land for a MHRC must prepare an IDP that complies with the minimum infrastructure standards established in these regulations.

The MHRC Regulations shall not apply to a property subdivided from a larger tract for the use of purchasers as defined in Collin County Subdivision Regulations.

Reference the Collin County Subdivision Regulations for information on platting requirements and processes.

B. Purpose

Commissioners Court adopted these regulations to provide standards conducive to a superior quality of life for residents in these communities. The regulations address minimum requirements for safety, drainage, water and wastewater facilities.

Through the cooperation between private and public agencies, MHRC Regulations intend to achieve and maintain a quality of life reflecting the highest traditions and standards in Collin County.

1.02 INFRASTRUCTURE DEVELOPMENT PLAN (IDP) PACKAGE

A. General

1. The development's driveway connection(s) shall meet all requirements outlined in the Collin County Subdivision Regulations and Roadway Standards.
2. Access roads to the individual rental spaces must be constructed and paved in accordance with Collin County Roadway Standards. Access roads shall meet the specifications of an Urban Residential roadway at a minimum.
3. No space may contain more than one single-family residential unit.
4. No common driveways shall be allowed. Each space shall have separate and individual access.
5. No on-street vehicle parking shall be allowed unless an Urban Collector roadway, as defined in the Collin County Roadway Standards, is constructed.

B. IDP Package

The IDP Package shall be submitted electronically and shall include the following documents:

1. A letter of application, signed by the owner, that stipulates the intention of the owner. The letter of application shall include the name, address, and phone number of the owner, names of the water and electricity providers, and either the name of the wastewater provider or the type and usage of onsite sewage facilities. The applicant shall also submit a complete IDP package meeting the requirements set forth in these regulations.
2. An IDP meeting all requirements as listed in section 1.02.C below.
3. A tax certificate showing that all taxes currently due with respect to the original tract have been paid.
4. Existing plat and deed restrictions, if applicable.
5. A trip generation analysis is required for all MHRCs. See the Collin County Traffic Impact Analysis Standards for additional requirements.
6. Utility provider will-serve letters signed and dated from the water, wastewater, and electric utility providers.
    a. The utility provider will-serve letters shall:
        i. State that the provider has reviewed the utility plan and easements and can adequately serve the development by meeting the State's minimum requirements;
        ii. State that the provider will inspect proposed utilities during construction;
        iii. Describe all bonding requirements;
    b. Will-serve letters from water providers must include the water provider's certificate of convenience and necessity (CCN) number and indicate available flow. If available flow does not meet the minimum stated in the latest version of the International Fire Code adopted by Collin County, approval must be obtained from the Collin County Fire Marshal.
    c. If the water supplier is a political subdivision of the state (a city, municipality, utility district, water control and improvement district, nonprofit water supply corporation, etc.), the developer shall furnish a signed letter of service availability from the water supplier to provide the state's minimum requirements of quality and quantity of water to the proposed development.
    d. If wastewater treatment is provided by a political subdivision of the state (city, municipality, utility district, water control and improvement district, nonprofit water supply corporation or an existing investor-owned water

supply corporation, etc.), the developer shall furnish a signed letter of service availability to provide the state's minimum wastewater treatment standard for the proposed development from the utility.

7. Where there is no existing facility or owner intending to construct and maintain the proposed water supply facilities, the developer may establish an investor-owned utility or create a municipal utility district and obtain a Certificate of Convenience and Necessity (CCN) from the Public Utility Commission (PUC) and include evidence of the CCN issuance for the development area.
8. Groundwater availability certification, if applicable. If groundwater under the land is proposed as the water source for the Subdivision, a groundwater availability certification shall be submitted in lieu of a water provider will-serve letter. The certification shall be prepared, signed, and sealed by a licensed Professional Engineer or Geoscientist licensed to practice in Texas and shall verify that an adequate groundwater supply is available to serve the proposed development. The certification must also confirm that the proposed groundwater wells comply with all applicable permitting requirements of the North Texas Groundwater Conservation District (NTGCD) and the Texas Commission on Environmental Quality (TCEQ) for residential development. The certification shall be submitted directly to the NTGCD for review, with a copy and proof of submittal provided to the County.
9. If OSSF is proposed, approval of the OSSF Suitability Plat Review application from the Collin County Development Services Department.
10. Where there is no existing entity or owner to build or maintain the proposed wastewater treatment and collection facilities, the developer shall establish an investor-owned utility or a municipal utility district by obtaining a CCN from the PUC and include evidence of the CCN issuance for the development area.
11. Street Sign Plan for the streets to be constructed, if any, showing an overall street layout depicting the location and description of signs and traffic control devices to be installed. The traffic control devices may include, but are not limited to, street name signs, stop signs, yield signs, speed limit signs, directional controls, striping, delineators and parking. The Street Sign Plan must be signed and sealed by an Engineer. If the street name signs are to be manufactured by someone other than Collin County, details for these signs shall be requested from the Collin County Engineering Department. All proposed signage shall be per the TMUTCD standards.
12. Engineering design construction plans and specifications for roadway access to each rental space for fire and emergency vehicles. Include a description of the roadways within the community, including information on the roadway cross section, pavement width, pavement thickness, base thickness, subgrade

treatment, and material specifications. Reference the Collin County Roadway Standards and Collin County Subdivision Regulations for design and plan sheet requirements.

13. Drainage design plans to ensure adequate drainage off the rental spaces to drainage channels and out of the development. Drainage structures, culverts, and/or systems shall be designed such that the drainage leaving the development does not have an adverse drainage impact on neighboring properties. Reference the Collin County Drainage Design Manual for additional design and plan sheet requirements.

14. Water and Sanitary Sewer (if applicable) construction plans. Reference the Collin County Subdivision Regulations and the items listed below for requirements.
    a. Public Water Systems
        i. Prior to IDP Package approval, plans and specifications for the proposed water facilities system shall have been approved by all entities having jurisdiction over the proposed water facility system, including the Texas Commission on Environmental Quality (TCEQ). Evidence of the approvals shall be provided.
    b. Private Wells or Non-public Water Systems
        i. Quantitative and qualitative results of sampling test wells in accordance with requirements promulgated by the TCEQ and the Texas Department of Health shall be included where individual wells are proposed for the supply of drinking water to residences and other establishments. The results of the analyses shall be made available to the prospective property owners or renters.
        ii. Prior to IDP Package approval, an appropriate permit/approval shall be provided from the North Texas Groundwater Conservation District (NTGCD) and TCEQ for residential Development. Evidence of approval shall be provided.
    c. Centralized Sewerage Facilities
        i. Prior to IDP Package approval, an appropriate permit to treat and/or dispose of wastes for the ultimate build-out of the development shall have been obtained from TCEQ and plans and specifications for the proposed wastewater collection and treatment facilities shall have been approved by all entities having jurisdiction over the proposed wastewater collection and treatment facilities. Evidence of approval shall be provided.
        ii. More information may be required by the Director of Engineering.

iii. If pump and haul operations will be proposed at any point, a pump and haul plan shall be submitted.

15. If additional right of way is required for existing county road drainage and access, as determined by the Director of Engineering, to achieve a 60-foot-wide right of way, or to meet requirements of the Collin County Thoroughfare Plan, the owner shall dedicate this ROW to the County by separate instrument. Provide the dedication document prior to filing for review and approval.
16. Digital files (PDF and Shapefiles) shall be submitted to the Collin County Engineering Department. GIS and CAD files shall include linework for the layout of the lots, all property boundaries, right of way, easements, roadways, signals, lighting, drainage, water, and sewer facilities. Files shall also indicate locations of all ponds and embankments greater than 6 feet in height. The GIS files shall be compatible with Collin County GIS Services.

C. IDP Minimum Requirements

The IDP shall show, at minimum, the following:

1. Only 24” x 36” sheets will be acceptable and at a maximum scale of 1" = 200' (1” = 100' or less is preferred), or as approved by the Director of Engineering.
2. Names, locations, dimensions (bearings and distances), and layout of existing and proposed streets, alleys, easements, parks, and other public right of ways or public dedications
3. Public/private encumbrances on the property as stated in the deed restrictions.
4. Dimensions (bearings and distances) of the proposed rental spaces.
5. Signatures, date of approval, and certifications. Approval signatures shall not be dated more than 6 months prior to the submission of the IDP. The Surveyor’s Certification (with Surveyor’s signature and seal), the Health Department Certification (if applicable), and the Certification of Collin County Commissioners Court shall appear on the IDP. These certifications can be found in Appendix C of the Collin County Subdivision Regulations. The Certification of Collin County Commissioners Court shall be amended to remove references to a ”Final Plat” and be replaced with “Infrastructure Development Plan”.
6. Limits of flood hazard areas, with reference to the appropriate FEMA FIRM panel, and the proposed and minimum finished floor elevation of buildings within these flood hazard areas on each space.
7. A certification by a Surveyor or Engineer describing any area of the development that is in a floodplain or stating that no area is in a floodplain as delineated by the appropriate FEMA FIRM panel and date.
8. Legal description, acreage, and name of the proposed development. The development's name shall not be spelled or pronounced similarly to the name of any existing development or subdivision located within the County.

9. The boundary of the development indicated by a heavy line and described by bearings and distances.
10. Scale, legend, and north arrow.
11. Deed record, name of owner, and volume and page number of adjacent properties.
12. Dates of survey and IDP preparation.
13. Identification code, location, description, and elevation of the USGS or appropriate benchmarks used in the survey.
14. Minimum building setbacks are as follows: 30 feet from the edge of right of way on all major highways and Thoroughfares; 20 feet from all other public roadway rights of way; and 25 feet from edge of pavement of all private roads. No building or structure may be permitted within the setback.
15. Minimum separation of 10 feet shall be maintained between building structures.
16. Location of any city's corporate limit line or extra territorial jurisdiction (ETJ) line.
17. Location map that shows the general location in relation to the County, other subdivisions, major roads, towns, cities, ETJs, and/or topographical features .
18. Net area (gross area less easements) of rental spaces to the nearest hundredth of an acre for lots using on-site sewage facilities (OSSF) and / or well water.
19. Approvals by other regulatory and governing bodies, as required.

D. Timely Approval of an IDP

Not later than the 60th day after the date the owner of a proposed MHRC submits a complete IDP Package for approval, the Commissioners Court shall approve or reject the IDP in writing. If the IDP is rejected, the written rejection must specify the reasons for the rejection and the actions required for approval of the plan. Failure to reject an IDP within the period prescribed herein constitutes approval of the plan.

E. Utilities

A Utility may not provide utility services, including water, sewer, gas, and electric services, to a MHRC subject to an IDP or to a manufactured home in the community unless the owner provides the utility with a copy of the Certificate of Compliance issued by the Director of Engineering. This requirement applies to the following types of utility providers:

1. A municipality
2. A municipally owned or operated utility
3. A public utility
4. A nonprofit water supply or sewer service corporation organized and operating under Chapter 67 of the State of Texas Water Code
5. A county
6. A special district or authority created by state law

F. Inspection of Improvements

Construction of a proposed MHRC may not begin before the date Commissioners Court approves the IDP and the appropriate permit is obtained. The Commissioners Court may require inspection of the infrastructure during or on completion of its construction. If a final inspection is required, it must be completed no later than the second business day after the date the Commissioners Court receives written confirmation from the owner that the construction is complete. If the inspector determines that the infrastructure complies with the IDP, the Commissioners Court shall issue a certificate of compliance not later than the fifth business day after the date the final inspection is completed. If a final inspection is not required, the Commissioners Court shall issue a certificate of compliance not later than the fifth business day after the date the Commissioners receives written certification from the owner that construction of the infrastructure has been completed in compliance with the IDP.