



**Collin County
Regulations
for
Manufactured Home
Rental Communities
Infrastructure**

April 10, 2000

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SECTION A -- MANUFACTURED HOME RENTAL COMMUNITIES

1.0 Infrastructure Development Plan (IDP)

- A. The Local Government Code Section 232.007, requires an Infrastructure Development Plan (IDP) for all manufactured home rental communities, as defined in Section A, 1.0, A through F of these regulations, developed after August 30, 1999.
1. The development shall have a minimum of sixty (60) feet fronting a street or roadway which has been previously dedicated to the public for the public's use and benefit as a street or roadway. Access roads to the individual rental spaces must be constructed and paved in accordance with Collin County Subdivision Regulations specifications – Exhibits A to D.
 2. No space may contain more than one single-family residential unit. No common driveways shall be allowed. Each space shall have separate and individual access. No on-street vehicle parking shall be allowed.
 3. A survey of the property shall be submitted to the Director of Engineering prior to the request by the owner or occupier of the lot for any permit and/or utility services.
 4. The owner shall submit a letter of application, signed by the owner, that stipulates the intention of the owner; name, address, phone number of the owner; names of water and electricity providers; and name of wastewater provider or type and usage of onsite sewage facilities.
- B. The Manufactured Home Rental Community Infrastructure Development Plan (IDP) shall show at minimum the following:
1. Only 18" x 24" sheets will be acceptable and at a maximum scale of 1" = 200' (1" = 100' preferred), or as approved by the Director of Engineering. An index on the first sheet is required when more than two sheets are required for the IDP.

2. Names, locations, dimensions (bearings and distances), and layouts of existing and proposed streets, alleys, easements, and other public rights-of-way and public/private encumbrances (deed restrictions, etc.) on the property and any proposed street right-of-way, easement, alley, park, or other public dedication.
3. Dimensions bearings and distances, of the proposed rental spaces.
4. Signatures and date of approval and certifications on the IDP. These approval signatures shall be not more than six (6) months prior to the submission. Examples of the required acknowledgments and certifications shall be as required.
5. 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.
6. The boundary of the development indicated by a heavy line and described by bearings and distances.
7. Scale, legend, north arrow, spot elevations on 100' or an appropriate grid, with two foot (2.0') contour lines. Alternate contour intervals may be submitted, based on terrain, with approval from the Engineering Department.
8. Deed record, name of owner, volume and page number of adjoining properties.
9. Dates of survey and preparation of IDP.
10. Identification code, location, description, and elevation of the USGS or appropriate benchmark used in the survey,
11. Front building setback lines. Back and side building setback lines by note.
12. Location of any city's corporate limit line or extra territorial jurisdiction line.(ETJ).

13. Vicinity map with streets, ditches, general drainage flow directions to the ultimate outfall, city limits and ETJs, and other major land features.
14. Net area (gross area less easements) of rental spaces to the nearest 1/100 of an acre for lots using on-site sewage facilities (OSSF) and / or well water.
15. Limits of flood hazard areas as defined by the appropriate FEMA FIRM panel and the proposed finished floor elevation of buildings within these flood hazard areas on each space.
16. A certification by a Surveyor or Engineer describing any area of the Development that is in a Flood plain or stating that no area is in a Flood plain as delineated by the appropriate FEMA FIRM panel and date.
17. A surveyor's signature and seal on the IDP for certification.
18. The description of the water and sewer facilities, electricity and gas utilities, and roadways and easements dedicated for the provision of water and sewer facilities that will be constructed or installed to serve the development and a statement of the date by which the facilities will be fully operable, prepared by an Engineer (may be included in an attached document). A certification must be included that the water and sewer facilities described by the IDP or document attached to the IDP. are in compliance with these regulations.
19. Approvals by other regulatory and governing bodies, as required.

C. The IDP submittal shall include the following documents:

1. Letters signed and dated from water, wastewater, and electric utilities of service commitment and availability and statement of approval of existing and proposed utility easements, or letter of certification as required by the latest applicable development codes.
2. A tax certificate showing that all taxes currently due with respect to the original tract have been paid.

3. Results of soils analysis certified by a qualified site evaluator (as defined by 30 TAC Chapter 285) for on-site sewage facilities (OSSF).
4. Engineering design construction plans for roadway access to each rental space for fire and emergency vehicles.
5. Drainage design plans to ensure adequate drainage off of the rental spaces to drainage channels and out of the development, including the design of drainage structures, culverts, and/or systems using a 10 year storm frequency, such that the drainage out of the development does not have a negative drainage impact on neighboring properties. If additional right of way (ROW) 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 these rights of way to the County.
6. The Engineering Report, as described in Section 4.0 of these Regulations.

D. Inspection of Improvements.

Construction of a proposed Manufactured Home Rental Community may not begin before the date Commissioners Court approves the IDP. Periodic inspection of improvements may be required, as directed by the Director of Engineering. If the Director of Engineering directs that a final inspection is required, it must be completed not later than the second business day after the date the Director of Engineering receives a written confirmation from the owner that the construction of the infrastructure is complete. If the inspector determines that the infrastructure improvements comply with the IDP, then the Director of Engineering shall issue a Certificate of Compliance not later than the tenth (10th) business day after the date the Director of Engineering receives written confirmation from the owner that the infrastructure has been completed and in compliance with the IDP.

E. Utilities.

A Utility may not provide utility services, including water, sewer, gas, and electric services, to a Manufactured Home Rental Community 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:

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

F. Timely Approval of Infrastructure Development Plans

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

END OF SECTION A, 1.0, A-F

2.0 Engineering Report for Manufactured Home Rental Communities

The Engineering Report shall be signed, dated, and sealed by a licensed professional engineer registered in Texas and shall contain detailed and definitive information on the following:

A. Water Supply Facilities

1. Public Water Systems

- a. 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
- b. 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 Texas Natural Resources Conservation Commission (TNRCC) and include evidence of the CCN issuance for the development area.

Prior to IDP 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.

- c. Water service must be extended into the development to each lot or rental space if the existing water lines are located within 300 feet of the development and if there is sufficient water available by the water supplier.

2. Private Wells or Non-public Water Systems

Quantitative and qualitative results of sampling test wells in accordance with requirements promulgated by the TNRCC 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.

3. Prior to IDP approval, plans and specifications for the proposed water facilities system shall have been approved by all entities having jurisdiction over the proposed project, including TNRCC. Evidence of the approvals shall be included in the Engineering Report.

B. Wastewater Disposal Facilities

1. Centralized Sewerage Facilities

- a. 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.
- b. 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 Certificate of Convenience and Necessity (CCN) from the TNRCC.
- c. Prior to IDP approval, an appropriate permit to treat and/or dispose of wastes for the ultimate build-out of the development shall have been obtained from the TNRCC and plans and specifications for the proposed wastewater collection and treatment facilities shall have been approved by all entities having jurisdiction over the proposed waste water collection and treatment facilities. Evidence of the approval shall be included in the engineering report.
- d. Wastewater disposal service must be extended into the Development to each lot or rental space if the existing wastewater lines are within 300 feet of the development and there is sufficient wastewater capacity available from the wastewater service provider.

2. ~~On-Site Sewage Facilities. The engineering report shall include soils analysis results as required under the Collin County Regulations for on-site sewage facilities.~~

C. Roadways

The Engineering Report shall include a description of the roadways within the community, and include information on the roadway cross section, pavement width and thickness, base thickness, subgrade treatment, material specifications, and other information as required in these Regulations. Plans and specifications for these improvements shall also be submitted to the Director of Engineering for approval prior to construction.

D. Signage Plan

A signage plan for the streets to be constructed, if any, is to be included that shows an overall street layout depicting the location and description of signs and traffic control devices to be installed. The traffic control devices will include street name signs, stop signs, yield signs, speed limit signs, directional controls, striping, and delineators and parking.

E. Traffic Impact Study

For Manufactured Home Rental Communities of 100 spaces or greater, the Engineering Report shall be required to include a Traffic Impact Study to assess the effects of additional traffic on the existing and proposed transportation system.

F. Drainage

The Engineering Report shall include information on the development, roadway drainage, culverts, conveyances, outfalls, and other information as required to properly convey storm water within and away from the development. Plans and specifications for these improvements shall also be submitted to the Director of Engineering for approval prior to submittal of the IDP for Commissioners Court approval.

G. Electronic Submission.

A computer floppy disk or CD-ROM with a file in AutoCAD format (drawing) of the layout of the lots and streets to scale and with state plane

**SECTION B – GENERAL
SUBDIVISION REGULATIONS**

1.0 Plat Requirements

A. Government Codes

The Local Government Codes, Chapter 232.001, requires the owner of a tract of land located outside the limits of a municipality who divides the tract into two or more parts to lay out a subdivision of the tract, including an addition; lots or streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts to prepare a plat of the subdivision.

1. A division of a tract includes any division, regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method.
2. The Local Government Code, Section 232.0022, does not require an owner of a tract of land to prepare a subdivision plat if the owner of the tract of land divides the tract into two or more parts and does not lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts, and:
 - a. The land is used primarily for agricultural use as defined by Section 1-d, Article VIII, Texas Constitution, or for farm, ranch, wildlife management, or timber production use, within the meaning of Section 1-d-1, Article VIII, Texas Constitution; or
 - b. The tract is divided into four or fewer parts and the parts are sold, given, or otherwise transferred to an individual who is related to the owner within the third degree of consanguinity or affinity, as determined under Chapter 573, Government Code; or
 - c. All of the lots of the subdivision are more than ten (10) acres in area; or

- d. All of the lots are sold to veterans through the Veterans' Land Board program; or
 - e. The tract is owned by the state or other state agency, board, or commission or owned by the permanent school fund or any other dedicated funds of the state; or
 - f. The owner of the land is a political subdivision of the state, the land is situated in a flood plain, and the lots are sold to adjacent landowners; or
 - g. One new part is to be retained by the owner, and the other new part is to be transferred to another person who will further subdivide the tract subject to the plat approval requirements of these regulations; or
 - h. All parts of the tract are transferred to persons who owned an undivided interest in the original tract, and a plat is filed before any further development of any part of the tract.
3. If the tract described in Sections 2, a. through h. ceases to meet the exemption described therein, and then platting requirements shall immediately apply.

B. Subdivision of Land

Subject to the exemptions in Section A, 1.0 to A, 2, a through h above, no land shall be divided and sold or conveyed until:

1. Commissioners Court approves the final plat of the tract; and
2. The owner has filed with the County Clerk, a legally approved plat for recordation in the County plat and map records.

C. Application of Rules

These rules and any preceding rules shall apply to land, which has been divided on or after February 1, 2000. A division of a tract referenced in this section is defined as using a metes and bounds description in a deed of conveyance or in a contract for a deed, using a contract of sale or other executory contract, purchase option rental agreement, or using any other method to convey property.

coordinates within the development shall be submitted for incorporation into the County wide map.

END OF SECTION A, 2.0, A-G

D. Approval of Plat by Commissioners Court

Approval of a Plat by the Commissioners Court shall be deemed an acceptance of the proposed dedications of right-of-way and road and shall not impose any duty upon the County concerning maintenance or improvements on any drainage, utility or other easements shown on the plat and not specifically accepted by the County. The Commissioners Court shall determine which road and right-of-way dedications will be accepted for County maintenance after the owner maintenance period has expired.

END OF SECTION B, 1.0, A-D

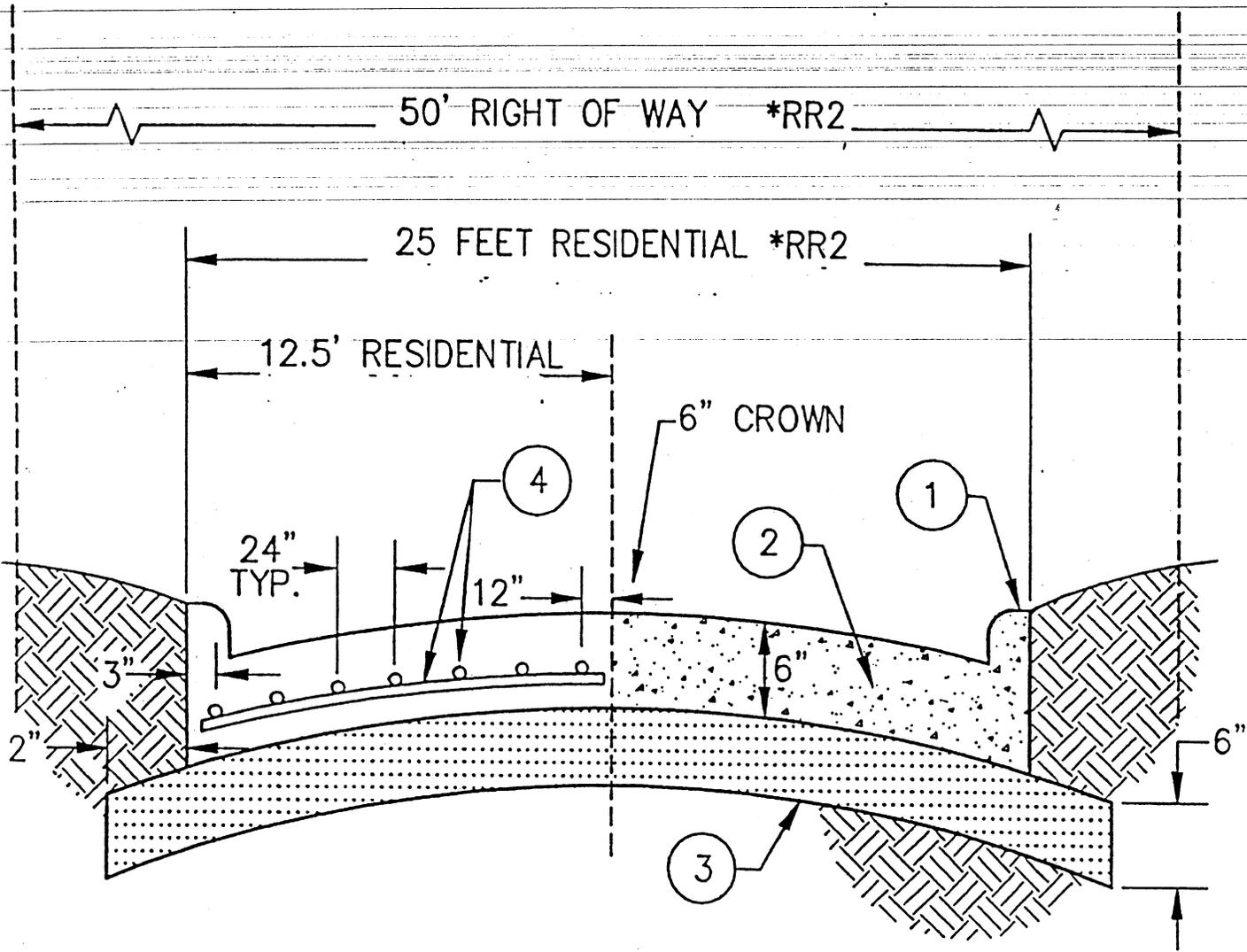
2.0 Plat Processing

A. Timely Approval of Plats

The Engineering Department shall review expeditiously the plats submitted to Commissioners Court for approval.

1. All documents and other information identified on the Final Plat submission checklist of these regulations shall be provided to the Engineering Department.
2. If a person submits a plat application to the Engineering Department that does not include all of the documentation or other information identified on the Final Plat Submission Checklist, the Engineering Department shall, not later than the 10th business day after the date of receipt of the Plat, notify the applicant of the missing documents or other information.
3. An application that contains all the documents and other information listed on the Final Plat Submission Checklist is considered complete and ready for review.
4. Final action shall be taken on the plat application not later than the 60th day after the date the completed plat application is received by the Engineering Department.
5. If the Commissioners Court or the Director of Engineering disapproves a plat application, the applicant shall be given a complete list of the reasons for the disapproval.
6. The 60 day period:
 - a. May be extended for a reasonable period, if agreed to in writing by the applicant and approved by the Director of Engineering;
 - b. May be extended 60 additional days for a takings impact assessment as required in connection with a Plat application as per Chapter 2007, Government Code; and
 - c. Applies only to a decision wholly within the control of the Commissioners Court or the Director of Engineering.

EXHIBIT A



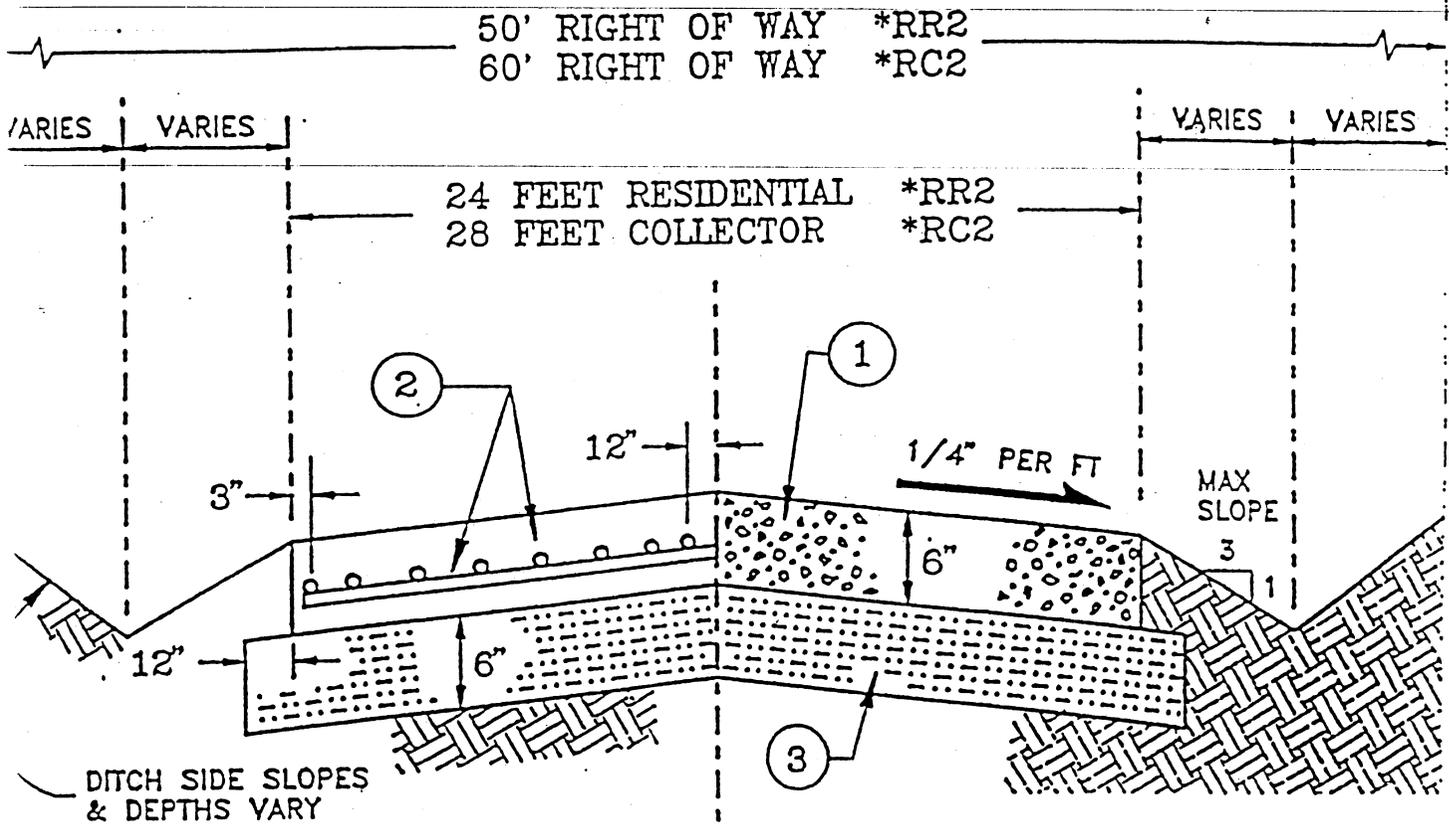
1. Integral Curb
2. 3000 psi concrete @ 28 days
3. 7% line stabilized subgrade compacted 95% Standard Proctor density
4. No. 3 Bars on 24" ctrs. Both Ways

SUBDIVISIONS WITH LOTS
LESS THAN 0.50 ACRE

OPTIONAL FOR SUBDIVISIONS WITH LOTS GREATER
THAN 0.50 ACRE BUT LESS THAN 1.00 ACRE

*RR2 RURAL ROAD 2 LANE

EXHIBIT B

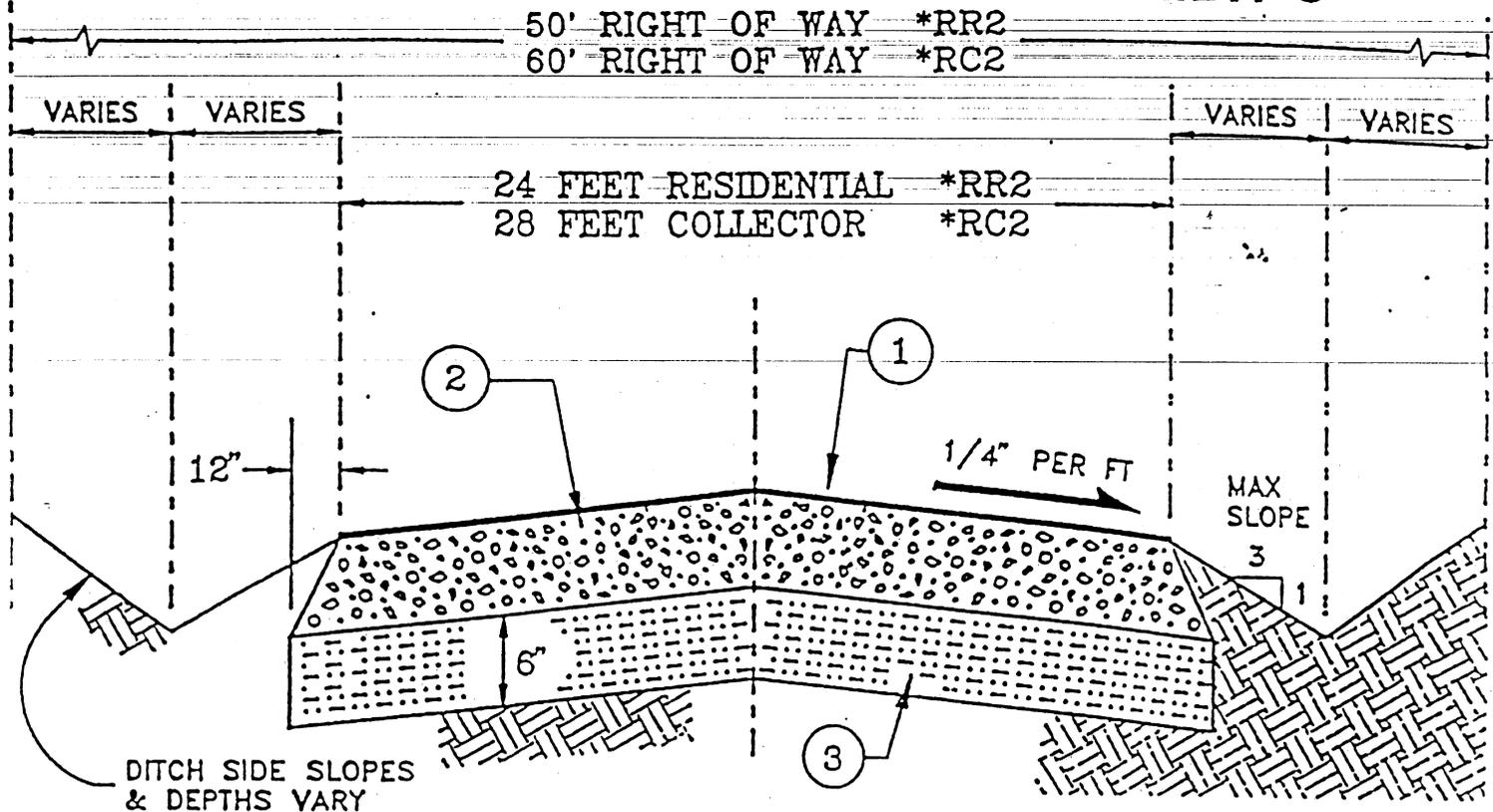


1. 3000 psi concrete @ 28 days
2. No. 3 Bars on 24" ctrs. Both Ways
3. 7% lime stabilized subgrade compacted 95% Standard Proctor density

* RC 2 - 2 Lane Rural Collector
* RR2-2 Lane Rural Road

SUBDIVISIONS WITH LOTS 0.50 ACRES
OR GREATER BUT LESS THAN 1.00
ACRES

EXHIBIT C



1. The surface course shall be constructed of either of the following options:
 - (a.) Two course asphalt treatment
 - (b.) Two (2) inches of hot mix asphaltic concrete
2. The Base shall be constructed from one of the following options:
 - (a.) Ten (10) inches native Collin County white rock compacted to 95% Standard Proctor density.
 - (b.) Eight (8) inches native Collin County white rock with 2% hydrated lime compacted to 95% Standard Proctor density.
 - (c.) Six (6) inches of flexible base compacted to 95% Standard Proctor density.
3. 7% lime stabilized subgrade compacted to 95% Proctor density.

- * RC 2 - 2 Lane Rural Collector
- * RR2-2 Lane Rural Road

SUBDIVISIONS WITH LOTS 1.00 ACRE
OR GREATER BUT LESS THAN 10.0 ACRES

7. The Director of Engineering shall make a determination on whether the 60-day period will be extended not later than the 20th day after the date a completed Plat application is received by the Director of Engineering.

8. If the Commissioners Court or the Director of Engineering fails to take final action on the plat, In accordance with this section, then:

a. If the Commissioners Court has assessed a plat application fee, the Court shall refund the greater of the unexpended portion of the plat application fee or deposit or 50 percent of the plat application fee or deposit that has been paid;

b. The plat application is granted by operation of law; and

c. The applicant may apply to a district court in Collin County for a writ of mandamus to compel the Commissioners Court to issue documents recognizing the Plat's approval.

d. Section A 2.0 of these regulations applies only to a Plat application submitted to the County on or after October 1, 1999.

9. Section A 2.0 of these regulations applies only to a Plat application submitted to the County on or after October 1, 1999.

B. Certification of Ground Water Availability.

If groundwater is the source of water supply for the subdivision, the Commissioners Court requires a statement attached to the plat application, prepared and sealed by a licensed professional engineer registered to practice in Texas, that certifies that adequate groundwater is available for the subdivision, according to the certification form and content as promulgated by the Texas Natural Resource Conservation Commission.

END OF SECTION

GEOMETRIC DESIGN STANDARDS

ROADWAY TYPE

	P6D	P4D	P4U	M6D	M4D	M4U	C4U	C2U	R4D	RA4	RA2	RC2	RR2
Number of Traffic Lanes	6	4	4	6	4	4	4	2	4	4	2	2	2
Lane Widths (Feet)	12	12	12	12	12	12	12	12	12	12	12	12	12
R-O-W Widths (Feet)	120	100	70	120	100	70	70	60	140	90	90	60	50
Design Speed (MPH)	40-50		35-45		30-40		55-65		40-50		30-40		
Grade (Percent)	6		7		10		6		0.5		0.5		0.4
Stopping Sight Distance (Feet)	350-500		300-425		250-350		475-500		250-350		250-350		N/A
Horizontal Curvature (Degrees)	5.5-13.5		7.0-13.5		10.5-25.0		3.0-5.5		10.5-25.0		10.5-25.0		
Vertical Clearance (Feet) Minimum	15		15		15		15		15		15		N/A
Lateral Clearance (Feet)	6		6		6		6		6		6		
Median Width (Feet)	24(+)	24(+)	N/A	18(+)	18(+)	N/A	N/A	N/A	24(+)	N/A	N/A	N/A	N/A
Shoulder Width (Feet)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	10	N/A	N/A	4	3
Parkway Width (Feet)	12	12	11	10	12	11	11	12	24	15	15	15	12

¹ Depends on terrain and design speed

³ Depends on design speed and super-elevation

² Depends on design speed and perception/reaction time

⁴ Effective capacity reduced if less than 6'



**PLAT / IDP APPLICATION
 AND FEE SCHEDULE**

DATE: _____ FEE PAID: \$ _____

FEES: PRELIMINARY PLAT \$25.00/LOT+\$400.00
 FINAL PLAT or RE-PLAT \$50.00/LOT+\$500.00

MANUFACTURED HOUSING RENTAL COMMUNITY
 INFRASTRUCTURE DEVELOPMENT PLAN \$50/SPACE + \$500.00

PRELIMINARY PLAT FINAL PLAT REPLAT IDP

DESCRIPTION OF PROPERTY:

NAME _____
 TOTAL ACRES _____ TOTAL NO. OF LOTS _____ LOT SIZE _____
 TYPE OF ROAD: ASPHALT CONCRETE HOT MIX ASPHALT CONCRETE N/A
 TOTAL LENGTH OF NEW ROADWAY (in miles) _____
 PROPERTY LOCATION _____

APPLICANTS: (List persons you wish to be contacted about this request.)

1. OWNER _____
 ADDRESS _____
 CITY, STATE, ZIP _____

2. APPLICANT _____
 ADDRESS _____
 CITY, STATE, ZIP _____

3. REPRESENTATIVE _____
 ADDRESS _____
 CITY, STATE, ZIP _____

APPLICATION SUBMITTED BY:
 OWNER APPLICANT REPRESENTATIVE
 DATE SUBMITTED _____
 CONTACT PHONE NUMBER _____

SUBMITTED BY _____
 (PRINT NAME)

 (SIGNATURE)

SUBMISSION REQUIREMENTS: Due to the frequency of Commissioners Court meetings, please submit the following documents at least 30 days preceding a court meeting.

Please submit the following items to the Engineering Department	ITEMS SUBMITTED		
	Yes	No	N/A
Six (6) copies of plat and Engineering drawing(s) (24"x36") - FOR AN IDP (18"x24")			
Verification of compliance with all applicable state and/or Federal Permit requirements (examples: TxDOT driveway permits, TCEQ Storm Water permits, COE 404 permit)			
Plat/IDP Review Fee			
Tax Certification			

This application meets Collin County Department of Engineering requirements for processing.

By: _____
 (SIGNATURE)

Date: _____

SCHEDULING - Tentative Commissioners Court Meeting Date: _____