

**CHAPTER 13      ARTICLE II:      PERMITS/LICENSES AND FEES**

**Section 13.201:      COMPLIANCE BY EXISTING TRAILER PARKS, MOBILE HOME PARKS, TRAILER AND MOBILE HOMES**

All trailer or mobile home parks in existence upon the effective date of this Ordinance shall be exempt from the rules and regulations of this Ordinance except:

- A. Existing and/or proposed sanitation procedures and existing or proposed sewage disposal systems shall meet the approval of the Licensing Authority.
- B. License/Permit Fee shall be amended in Section 13.203 of this Ordinance.

**Section 13.202:      VALID PERMIT REQUIRED**

It shall be unlawful for any person to locate, construct, maintain, operate, or alter any trailer or mobile home park or any trailer or mobile home within the limits of the City of Portsmouth, N.H., unless he holds a valid permit issued annually by the licensing authority in the name of such person for the specific mobile home park or trailer or mobile home. All applications for annual Permits/Licenses and temporary license/permits shall be submitted to the City Clerk, who upon proof of compliance with provisions of this Ordinance and of any regulations and amendments adopted pursuant thereto and upon payment of all unpaid fees and charges that the City of Portsmouth, N.H. is legally entitled to receive from the applicant, shall issue said permit/license.

No license/permit shall be transferable. Every person holding such a permit shall give notice in writing to the City Clerk within 24 hours after having sold, transferred, given away, or otherwise disposed of, interest in or control of any mobile home park or trailer sales area. Such notice shall include the name and address of the person succeeding to the ownership or control of such mobile home park, or trailer sales area.

In the case of an original license/permit, public notice of the Licensing Authority's decision shall be made upon the day following the final meeting held for consideration of the application.

**Section 13.203:      LICENSE/PERMIT FEES**

The Licensing Authority shall direct the City Clerk to charge the following amounts as noted:

- A. Mobile home space, occupied, located within a mobile home park. Annual fee to be determined in accordance with Chapter 1, Article XVI or similar wording payable the first day of the month of April. (Amended 3/18/2002).
- B. Minimum Fee: A minimum fee to be determined in accordance with Chapter 1, Article XVI or similar wording per mobile home park shall be charged for those parks having but two or less occupied spaces, and such fee shall be payable for the first day in the month of April. (Amended 3/18/2002).

In the case of overlapping jurisdiction, only one fee per annum may be imposed. When an original license/permit is issued on or after July 1st of any year, the permit fee for the remainder of the year shall be one half the permit fee. The City Clerk shall charge the fee for the transfer of the permit in amount not to exceed \$10.00 for a mobile home park. Such license/permit fees herein provided for in this section of this Ordinance shall be in lieu of all inspection or other fees and all other local taxes other than ad valorem taxes.

**Section 13.204:      PERMIT APPLICATION PROCEDURE**

Applications for permits shall be in writing signed by the applicant, and accompanied by an affidavit of the applicant as to the truth of the application, and shall contain the following:

- A. The name and address of the applicant;
- B. The location and legal description of the trailer court or mobile home park or trailer or mobile home;

- C. A complete plan of the trailer court, or mobile home park, showing compliance with all applicable provisions of this Ordinance and regulations promulgated thereunder;
- D. Such further information as may be requested by the City Clerk to enable him to determine that the proposed mobile home or mobile home park has or will comply with local requirements.

**Section 13.205: MOBILE HOME PARK PLAN REQUIRED**

A complete plan for the purposes of obtaining an original permit to be issued by the Licensing Authority:

- A. The area and dimensions of the tract of land;
- B. The number, location and size of all mobile home spaces;
- C. The location and width of roadways and walkways;
- D. The location of proposed structures;
- E. The location of water and sewer lines; and
- F. Plans in triplicate and specifications of all buildings and other improvements constructed or to be constructed within the mobile home park. Such plans shall be filed with the Planning Board at least 30 days before such action is taken by the Licensing Authority and such plans shall be in accordance with F.H.A. minimum mobile home park plan standards.

The approval of the Planning Board ruling on a petition for a mobile home park is only advisory to the City Council as the City Council has the discretionary authority to issue permits.

**Section 13.206: APPEAL FROM PERMIT DENIAL**

Any person whose application for a permit under this Ordinance has been denied may request and shall be granted a hearing on the matter before the City Council, under the procedure provided by Section 13.400 of this Ordinance.

**Section 13.207: PERMIT SUSPENSION FOR VIOLATION**

Whenever, upon any inspection of any trailer court or mobile home park or trailer or mobile home, a building inspector finds that conditions or practices exist which are in violation of any provision of this Ordinance, or any regulation adopted pursuant thereto, said enforcing agent shall give notice in writing to the person to whom the permit was issued; and unless such conditions or practices have not been corrected within a reasonable period of time, to be determined by the Building Inspector, the permit shall be suspended. At the end of such period, the Building Inspector shall reinspect such trailer court or mobile home park or trailer space or mobile home space, and if such conditions or practices have not been corrected, he shall give notice in writing to the person to whom the permit is issued that the permit has been suspended. Upon receipt of notice of suspension, such person shall cease operation of such trailer court or mobile home park or the occupancy of such trailer or mobile home.

**Section 13.208: APPEAL FROM PERMIT SUSPENSION**

Any person whose permit has been suspended, or who has received notice from the Building Inspector that his permit will be suspended unless certain conditions or practices at the trailer court or mobile home park or trailer space or mobile home space are corrected, may request and shall be granted a hearing on the matter before the City Manager, under the procedure provided by Section 13.400 of this Ordinance; Provided, that when no petition for such hearings shall have been filed within ten days following the day on which such permit was suspended, such permit shall be deemed to have been automatically revoked.