

Town of Williamston, SC **Basic Mobile/Manufactured Home Information**

The following information is intended to give some insights into the steps necessary for placement of a mobile/manufactured home within the Town of Williamston limits. This information is not intended to be complete but only gives a prospective home purchaser of this type home the basic requirements needed to place the home within the town limits.

Before you consider a mobile/manufactured home as a residence these are very important to know:

- a) The home **must be double-wide or larger**
 - b) The home **must be new** with the **owner of the mobile home being the first titled owner.**
 - c) No more than one home will be allowed on a lot.
 - d) The home shall have permanent utility hookups, water metered at the property line, except for electrical and telephone connections. Water utility connections shall be concealed from view.
 - e) The home shall have separate connection to the water and sewer mains and shall be subject to all provisions of this Code and town ordinances and regulations relating to water and sewer.
1. Each application/request is processed on a case-by-case basis. Acceptance and payment for an application does not mean that the application will be approved.
 2. The property where the home is to be placed must currently be zoned either R-3 or R-4.
 3. The fact that a mobile/manufactured home is currently, or was once on the property where the mobile/manufactured home is to be placed, does not automatically qualify the property for mobile/manufactured home use.
 4. Mobile/Manufactured homes can only be approved by the Planning Commission as a Special Exception on a case-by-case basis. See ordinance attached.
 5. A legal survey and plat of the proposed property must be included with the application to the Planning Commission.
 6. Availability of water/sewer and other zoning requirements such as lot size, set-backs, etc must be verified prior to applying to the Planning Commission.
 7. The lot size for placement of the home must meet the lot size minimum for the zoned area. Note: R-3 and R-4 Zoning require the minimum lot size to be at least 10,000 sf.
 8. If there are restrictive covenants for the property, the owner is responsible for ensuring that those restrictions are known and met prior to filing an application.
 9. If a mobile/manufactured home is approved by the Planning Commission, the approved application will only be good for a 6-month period. Only one 6-month extension may be granted by the Planning

Commission upon *re-application and approval*. If the home is not placed within the one-year timeframe upon re-application, no further applications will be accepted and placement is automatically denied.

10. Relocation of a mobile home from one lot to another is prohibited.

Sec. 90-277. - Manufactured homes.

Manufactured homes may be allowed in R-3 and MFR, zoning districts as special exceptions in the discretion of the planning commission. Any person or entity desiring to put a mobile home in one of the aforementioned zoning districts shall make application to the planning commission on a form approved and promulgated by the planning commission, and provide any other documents requested by the planning commission. The planning commission shall approve or deny each application by public vote at a public meeting.

No certificate of occupancy shall be issued for any mobile home originally brought into the town or relocated within the town subsequent to the adoption of the ordinance from which this chapter is derived unless said mobile home is approved by the planning commission and a certificate of zoning compliance has been issued by the zoning administrator to certify that the mobile home is in full compliance with this chapter. Relocation of a mobile home from one lot to another is prohibited. The planning commission may, but shall not be required to, approve an application for a manufactured home that meets the following standards:

(1) All mobile homes subject to this chapter shall meet or exceed the most current construction standards promulgated by the U.S. Department of Housing and Urban Development, as well as the South Carolina Manufactured Housing Board, including, but not limited to:

- a. A permanent landing and steps with handrails are required for each outside doorway. The structure must include steps which lead to ground level. The landing, handrails, and steps must meet the requirements below:
 1. A minimum four-foot by four-foot landing shall be required outside of each exit door.
 2. The landing shall not be more than eight and one-half inches below the threshold.
 3. Steps shall be eight and one-half inches maximum in height. Theads shall be a minimum of nine inches wide.
 4. All wood components in contact with the ground must be treated and approved for ground contact.
 5. If steps are 30 inches or greater in height, permanent handrails are to be installed.
- b. The pitch of the roof must have a minimum vertical rise of two and one-half feet for every 12 feet of horizontal run, and the roof must be finished with a type of shingle that is commonly used in conventional residential site-built dwellings.
- c. The exterior siding shall consist of wood, hardboard, or vinyl comparable in composition, appearance and durability to the exterior siding commonly used in conventional residential site-built dwellings.
- d. A brick foundation wall must enclose the entire area under manufactured multi-section homes and modular porches, decks, or other additions to ground level, except for required ventilation and

access doors. The foundation must be of brick. The area under any decks shall be enclosed by methods and materials approved by the planning commission.

- e. The home must be placed upon footings and piers which meet the requirements of the manufacturer's installation manual. Should the manufacturer's instructions not be available, the following shall apply.

1. Footings. All footings shall be poured concrete at a depth of six feet at least 3,000 psi strength. Piers less than 48 inches in height shall have a 16-inch by 16-inch by eight-inch poured footing. Piers more than 48 inches in height shall have a 24-inch by 24-inch by six-inch poured footing.

2. Piers.

- (i) Piers less than 48 inches in height shall use 16-inch by eight-inch by eight-inch concrete blocks with open cells vertical.

- (ii) The piers shall be covered with a two-inch by eight-inch by 16-inch treated wood or four-inch solid masonry cap.

- (iii) All piers between 48 inches and 80 inches in height and all corner piers must be double blocked (16-inch by eight-inch by eight-inch blocked interlocked) and capped with a two-inch by 16-inch by 16-inch pressure-treated pier cap or a four-inch masonry cap.

- (iv) Piers over 80 inches in height require engineering.

f. National Manufactured Housing Construction and Safety Standards Act or the manufacturer's installation manual. Should the manufacturer's instructions not be available, the table below shall be used. Multiple section manufactured homes require only the diagonal ties specified in Column C. The tongue, axles, transporting lights and towing apparatus must be removed from the manufactured home after placement on the lot and before occupancy.

(A) Length of Home (ft.)	(B) Number of Vertical Ties	(C) No. of Diagonal Ties Per Side	Minimum Number of Anchors
Up to 40	2	4	8
40 to 46	2	4	8
46 to 49	2	5	10
49 to 54	3	5	10
54 to 58	3	5	10
58 to 64	3	6	12
64 to 70	3	6	12
70 to 73	3	7	14
73 to 78	4	7	14

- 1) The manufactured home must be double-wide or larger.
- 2) The manufactured home must be new with the proposed owner of the mobile home being the first titled owner.
- 3) No more than one manufactured home shall be placed on one lot.
- 4) The manufactured home shall have permanent utility hookups, water metered at the property line, except for electrical and telephone connections. Water utility connections shall be concealed from view.
- 5) The manufactured home shall have separate connections to the water and sewer mains and shall be subject to all provisions of this Code and town ordinances and regulations relating to water and sewers.

(Ord. No. 2008-02, § 818, 6-2-2008; [Ord. No. 2016-20](#), § 3, 9-12-2016; [Ord. No. 2019-05](#), § 7, 7-8-2019)

Flood plain requirements

Sec. 42-125. - Residential construction.

New construction or substantial improvement of any residential structure (including manufactured homes) shall have the lowest floor elevated no lower than one foot above the base flood elevation. No basements are permitted. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with [section 42-129](#).

(Ord. No. 2011-04, § 1, 9-12-2011)

Sec. 42-126. - Non-residential construction.

New construction or substantial improvement of any commercial, industrial, or non-residential structure (including manufactured homes) shall have the lowest floor elevated no lower than one foot above the level of the base flood elevation. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of flood waters shall be provided in accordance with [section 42-129](#). No basements are permitted. Structures located in A-zones may be floodproofed in lieu of elevation provided that all areas of the structure below the required elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered, professional engineer or architect shall certify that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in sections [42-70\(7\)](#) and [42-70\(9\)](#). A variance may be considered for wet-floodproofing agricultural structures in accordance with the criteria outlined in [section 42-167](#) of this chapter. Agricultural structures not meeting the criteria of [section 42-167](#) must meet the non-residential construction standards and all other applicable provisions of this chapter. Structures which are floodproofed are required to have an approved maintenance plan with an annual exercise. The maintenance plan must be approved by the local administrator and notification of the annual exercise shall be provided to same.

(Ord. No. 2011-04, § 1, 9-12-2011)

Town of Williamston

Mobile/Manufactured Home-Main Restrictions

- Any mobile/manufactured home being considered requires a completed application.
- A fee of \$50.00, non-refundable, is to be remitted with any mobile home application
- If a mobile/manufactured home is being requested to be placed in an R-3 or R-4 Area, The mobile/manufactured home will require a hearing before the Planning Commission. Lot set-backs and other requirements as specified in the Town of Williamston Code of Zoning Ordinances must be met.
- If a mobile/manufactured home is being requested to be placed in an R-1 or R-2 area, this is considered a non-conforming area and requires submittal of an application for a Variance by the Zoning Board of Appeals. The Filing fee for this request is \$150.00, nonrefundable, in addition to the mobile/ manufactured home application fee. In addition, the ZBA may charge from \$100-\$500 for administrative fees.
- If the zoning of a lot is being requested to be changed. There is a \$150.00 application fee to be submitted to the Planning Commission and a hearing will be scheduled.
- If a mobile/manufactured home is removed, one cannot be automatically placed back in its place. *The process starts over*
- All applications must be for a first titled, double wide, Mobile/manufactured home.
- NO SINGLE-WIDES are allowed, per Town Ordinance
- Must be brick underpinned and have both front and back porches and/or decks.

A LEGAL SURVEY AND PLAT of the proposed property must be obtained before making a request to the Williamston Planning Commission.

- **You may turn in your completed application(s) and plat/survey to the Front Desk at Town Hall and it will be forwarded to the Planning Commission for review.**

TOWN OF WILLIAMSTON
Manufactured Housing Application

\$50.00 Fee Paid: _____ **By:** _____ **Ck.No.** _____

Address/Location of Property: _____

Parcel ID# _____ **Zoning Classification:** _____ **District** _____

Make & Model of Manufactured Unit: _____

Manufacturing Date of Housing Unit: _____

Description of Unit (example: double wide L _____ xW _____)

(Applicant must provide a copy of the manufactured home title)

Applicant /Agent

Property Owner (If Different)

Name: _____ **Name:** _____

Address: _____ **Address:** _____

City, St, Zip: _____ **City, SC, Zip:** _____

Telephone: _____ **Telephone:** _____

Fax: _____ **Fax:** _____

Email: _____ **Email:** _____

Property Owner Certification: I (WE), the undersigned, hereby certify that I(we) are the owner(s) of the property fir which this application is being made and I (we) concur with the applicants request as described herein.

Signature

Signature

Printed Name

Printed name

Date:

Date:

*It is our goal to assist you in making your project a success in a timely manner. Please call if you have any questions or need assistance from the Town of Williamston Codes Department, 12 W. Main St., Williamston, SC 29697 (864) 847 7473
If you did not receive a copy of the "Manufactured Housing Ordinance with this application please visit:*

https://library.municode.com/sc/williamston/codes/code_of_ordinances?nodeId=COOR_CH90ZO_ARTIXGESUPR_S90-277MAHO

Fee Schedule: Manufactured Home Application \$50.00 Change of Zoning Request: \$150.00 to Planning Commission
Filing Fee for requests to Zoning Board of Appeals: \$150.00 Administrative fee for ZBA: \$100.00-\$500.00

Date of Application Completion

Application Status (Approved/Denied)

Applicants Information

Name: _____

Mailing Address: _____

Telephone, Fax and Email _____

Owners Information

(If different from applicant)

Name: _____

Mailing Address: _____

Telephone, Fax and Email: _____

Designation of Agent: (Complete only if the owner is not the applicant)

I (We) hereby appoint the person named the Applicant as my (our) agent to represent me (us) in this request for rezoning.

Owners Signature: _____ Date: _____

Project Information

Property Location: _____

Parcel Number(s)/TMS: _____

County Council District: _____ School District: _____

Total Acentage: _____ Current Zoning: _____

Requested Special Exception: _____

Private Covenants or Deed Restrictions on the Property: yes _____ No _____

If you indicated no, your signature is required.

Applicants Signature _____

Date _____

If you indicated yes, please provide a copy of your covenants and deed restrictions with this application- pursuant to State Law (Section 6-29-1145: July 1, 2007) determining existence of restrictive covenants. Copies may be obtained at the Register of Deeds Office. It is the applicant's responsibility for checking and subdivision covenants or private covenants pertaining to the property.

Comments: _____

Please share an accurate, legible, plot plan showing the dimensions and locations of structure and improvements of the property to this application

As the Applicant, I hereby confirm that the required information and materials for this application are authentic and have been submitted to the Town of Williamston Planning Commission-Zoning Administrator,

Applicants Signature _____

Date _____

For office use Only:

Application Received By: _____ Date Complete Application Received _____

Application Fee Amount Paid: _____ Check Number: _____

Scheduled Public Hearing Date: _____

Zoning Administrator Recommendation: _____

Planning Committee Decision _____