



County of Lexington, South Carolina

Department of Community Development
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<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Pages/default.aspx>

Mobile Home Park Development Guidelines

These guidelines are intended to assist those involved with the development of new or expanding Mobile Home Parks within the unincorporated areas of Lexington County. While these guidelines provide a general outline of the approval process, contact with staff during all phases of development planning is strongly advised.

A Mobile Home Park is defined in Section 71.20 of the Lexington County Zoning Ordinance as *“three or more mobile homes or mobile home spaces, exclusive of a mobile home occupied by the property owner as a legal residence, that are located within the vicinity of one another and operated in any coordinated manner. The park may be located on a single parcel, or multiple parcels, in the same or different ownership.”*

The following steps illustrate the review process for approval of a new or expanding Mobile Home Park:

- **Step 1 – Development Review Meeting:** Although a Development Review Meeting is not a mandatory requirement for the review process, it is strongly suggested. During such a meeting, you will have the opportunity to meet with county staff from Zoning, Stormwater Management, and Public Works/Engineering Review to discuss your conceptual development plans and to address your questions and concerns. Call (803) 785-8121 to set up a Development Review Meeting.

Even though you may not choose to take advantage of the optional Development Review Meeting, discussions with all of the pertinent permitting agencies should be a vital part of your planning process.

- **Step 2 – Application/Site Plan:** The Mobile Home Park owner/developer must submit a Zoning Application and four (4) copies of a site plan of the proposed development to the Zoning Office in accordance with the site plan requirements as stated in Appendix A (attached). The Zoning staff will review the site plan and if necessary, note any required corrections or additions. The “red-lined” plan will then be returned to the applicant with a letter stating the issues that need to be addressed. This process will continue until the site plan meets the layout and buffering restrictions of the Zoning Ordinance and is approved by the Zoning Staff. NOTE: Site plan approval does not constitute approval of the Mobile Home Park for permitting.

Additional copies of the site plan must be submitted to the Lexington County Health Department/SCDHEC (605 West Main St, Lexington) along with the appropriate application form requesting water and sewer approvals.

A Landscape Plan must be submitted to the Lexington County Landscape Administrator for projects within the current Landscape Area of the County. Information outlining Landscape Ordinance requirements and Landscape Area map information may be obtained from the Community Development Department or via the Landscape Ordinance web page at:

<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Documents/CD%20Ordinances/12SEPT2012%20LOS%20Ord.pdf>

Stormwater Management/Engineering plans and calculations must be submitted for Lexington County Public Works Department review and approval. A Land Disturbance permit is necessary prior to clearing and grubbing of the property.

An Encroachment Permit must be obtained from the appropriate agency responsible (SCDOT and/or Lexington County Public Works) for the maintenance of the public roads and streets that the Mobile Home Park will use for access.

Other agencies must be contacted with regard to issues and permitting such as Lexington County Floodplain Management, Army Corps of Engineers (wetlands), etc.

Once all pertinent development (site related) approvals and permits have been granted, permits for the installation of each manufactured/mobile home must be obtained from Lexington County Building Inspections.

- **Step 3 – Board of Zoning Appeals (Special Exception/Public Hearing):** Once the Zoning Site Plan approval process is completed, an application for Special Exception before the Board of Zoning Appeals may be requested from the Zoning staff. The section of the Zoning Ordinance pertaining to this process is as follows:

71.40 Special Exception Review

71.41 A request for a permit for a mobile home park will require special exception approval from the Board of Zoning Appeals. The basis for such an approval is a demonstration by the applicant that the owner/operator can operate the mobile home park in a manner that addresses the unique conditions that are created by rental habitation. It will be the responsibility of the applicant to make evident to the Board that the following criteria can be met:

- a. As demonstration that the day-to-day operations of the mobile home park addresses the unique conditions of a rental community, the applicant must demonstrate the ability to effectively manage the park;
- b. As demonstration that the mobile home park community will be harmonious with the surrounding properties, the appropriate Buffering Restrictions, General Requirements and Performance Standards will be provided, if applicable; and
- c. As assistance to the traveling public and public safety response agencies, adequate identification of the mobile home park will be provided.

71.42 For the Board to rule on a mobile home park special exception request based on these criteria, the following information must be submitted for consideration with the application:

- a. One way to demonstrate the ability to manage the park is to submit a management plan. Such a plan could address such things as group gatherings, parking, care and control of household animals, traffic controls, disposal of household and other waste, groundskeeping, and mobile home maintenance;
- b. A detailed site plan showing the buffering restrictions, parking, driveways, spacing and density shall be required, drawn in accordance with provisions published by the Board of Zoning Appeals; and
- c. A plan for mobile home park identification signage and identification of the individual mobile homes in accordance with the Addressing and Road Naming Ordinance will be required.

NOTE: Please refer to ARTICLE 7 – MOBILE HOME PARKS of the Zoning Ordinance in its entirety for additional information regarding the approval process of Mobile Home parks. The Zoning Ordinance can be accessed via:

<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Documents/CD%20Ordinances/12June2013.pdf>

- **Step 4 – Permits and Construction:** The Mobile Home Park owner or his designated representative shall be responsible for obtaining the necessary permits for development and construction of the Park.

Additional Web Links

Fee Structure:

<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Documents/CD%20Fees/FeeSched2013.pdf>

Community Development Ordinances:

<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Pages/CDOrdinances.aspx>

Drawing Site Plans:

<http://www.lex-co.sc.gov/departments/DeptAH/communitydevelopment/Documents/Zoning/Graphic%20Examples/ZoningSitePlan.pdf>

APPENDIX A

Site Plan Requirements

General Information

Scale – Plan to be drawn accurately to a scale of 1” = 20’, 30’, 40’, 50’, 60’ or 100’. The scale is to be represented by both a numerical ratio and a graphic bar.

Copies – Zoning (4 copies). Additional copies of the final approved plan may be required for addressing, Landscape, Engineering/Stormwater, SCDHEC, etc.

Vicinity Map – Show the relationship of the Mobile Home Park site to the road system of the surrounding area.

Surveyed Perimeter Boundary – Include boundary survey of the Mobile Home Park development site with corners, bearings, and distances depicted. All principal corners should be conspicuously marked on the ground at the site.

Tax Map Number(s) – Show TMS numbers of the parcel(s) on which the Mobile Home Park spaces are to be located.

North Arrow – Show north arrow.

Date – Show date of preparation of the site plan, including any plan revision date(s).

Mobile Home Park Name – Show name of Mobile Home Park. Names for new parks are subject to approval by Lexington County to avoid duplicate or phonetically similar names.

Owner Identification – Show name, mailing address and telephone number of the Park owner.

Manager Identification – Show name, mailing address and telephone number of the Park Manager, defined as the person responsible for the day-to-day management of the Park.

Design/Layout Identification – Show name, mailing address and telephone number of person who prepared the site plan.

Zoning Information

As defined by the Zoning Ordinance, Mobile Home parks have two classifications: “Limited” and “Extensive”. Generally, the requirements are the same for both classifications with the exception of the buffer, setback, screening and space/lot size requirements.

Density – Stated as the total acreage of the mobile home park (1 acre = 43,560 sq. ft.) and the total number of mobile homes within the mobile home park.

Driveways – All driveways, which provide access to any activities within a Mobile Home Park, shall adhere to the following guidelines and the requirements of Appendix B:

- a. Driveways shall be a minimum of 18 feet in width, exclusive of parking.
- b. All driveways shall be constructed in the following manner:
 1. All unpaved driveways shall meet the minimum road design criteria as stated in the Private Road Policy as adopted by the Lexington County Planning Commission. If the unpaved driveway connects to a paved road, a paved apron 50 feet in length (measured from the existing pavement) and designed with the appropriate intersection radii width must be provided. A maximum of 25 mobile home spaces may access one (1) unpaved driveway.
 2. Paved driveways shall meet all applicable paved road design standards established by the Lexington County Planning Commission with the exception of roadway width as stated above.

NOTE: Driveway design must also meet the requirements of Section 22.10 of the Lexington County Zoning Ordinance and all other applicable local and state regulations.

Buffer - Buffer is unoccupied space along the perimeter of the Mobile Home Park development site for the purpose of protection of surrounding properties (see Chart I below). The buffer may not be used or improved except for utilities and/or stormwater structures as approved by zoning staff. Generally, pipes, wires, or ditches associated with water supply, sewage disposal, storm drainage, electric, gas, telephone, or cable television utilities may be installed within the buffer. However, the more conspicuous components, such as a well house or storage tank for a water supply system, cannot be located within the buffer.

The buffer must be shown on the site plan as well as physically delineated by fencing, posts and ropes, railings, vegetation or other means acceptable to the Zoning Administrator. A scaled, typical elevation view of the proposed delineation is required, identifying the materials to be used.

The Mobile Home park owner may seek relief from buffer requirements through Zoning Waivers or through a Zoning Variance request. See Sections 122.40 thru 122.60 of the Zoning Ordinance for requirements to be granted such a Variance.

Setbacks – Setbacks are minimum distances from the perimeter boundaries of the Mobile Home Park development site that mobile homes or other principal buildings or structures may be located as part of the Park (see Chart I below). Accessory activities, such as driveway(s), parking spaces, and yards associated with individual mobile home spaces may be located between the required buffer and the minimum setbacks, if space permits. Utility structures such as a water system well house or storage tank must also be located according to the setback restrictions.

The Mobile Home Park owner may seek relief from setback requirements through Zoning Waivers or through a Zoning Variance request. See Sections 122.40 thru 122.60 of the Zoning Ordinance for requirements to be granted such a Variance.

Screening – In addition to buffers and setbacks, screening is required to soften the view of the Mobile Home Park development from surrounding protected properties unless the principal and accessory activities of the Park are located more than the minimum distances as required for screening from the surrounding properties’ boundaries (see Chart I below).

The submitted site plan must show a scaled, typical elevation view of the proposed screening, identifying the materials to be used. Like buffer and setback requirements, the Park owner may seek relief from these screening requirements through Zoning Waivers or a Zoning Variance.

Chart I

ACTIVITIES	HEIGHT (# / 1)	BUFFER	SETBACKS from		SCREENING		
			Adjoining Property	Road R.O.W.	Total	Partial	
Mobile Home Parks (Limited)	R	½	0 / 30#	20 / 75#	30	0 / 50#	0 / 75#
	I	3	0 / 30#	20 / 75#	30	0 / 50#	0 / 75#
Mobile Home Parks (Extensive)	R	½	30 / 60#	75 / 150#	75	50 / 100#	75 / 150#
	I	3	0 / 60#	20 / 150#	30	0 / 100#	0 / 150#

This extra protection shall be afforded in all districts, but relative to Residential Detached and Individual Mobile Home activity already in use on surrounding properties. In such case the extent of this extra protection, if any, shall be determined in accordance with Special Rule #1 as if the Residential Detached or Mobile Home activity was a Grandfathered Residential Use within an Intensive Development District.

Parking – Show the scaled locations of all existing and/or proposed parking spaces for tenant vehicles. The minimum to be provided are two 9 foot by 18 foot parking spaces per mobile home space, plus additional parking for allowed recreational vehicles, boats and utility trailers outside of the internal driveways in the Park. The parking spaces are not allowed to encroach upon any required buffer for the Park.

Mobile Home Spaces (Lots) – Show the scaled locations of all existing/proposed mobile home spaces (the leasable areas provided to individual tenants), individually labeled with their individual lot square footage and identification numbers. In a Mobile Home Park (Extensive), each space shall have a minimum area of 6,000 square feet and shall be a minimum average width of 50 feet. In a Mobile Home Park (Limited), each space shall have a minimum area of 20,000 square feet and shall have a minimum average width of 75 feet. The mobile home space shall be exclusive of the required buffer area, and all mobile home spaces shall be clearly delineated by fencing, vegetation, or other substantial means. The delineation of spaces may be waived by the Zoning Board of Appeals if the Park owner can demonstrate that maintenance and upkeep of the Park will not suffer for the lack of this measure. Even if the space delineation is waived, the required buffer area must still be delineated to protect the required inactive character of that area.

Individual Mobile Home Locations – Show the scaled locations of all existing and/or proposed mobile homes. The mobile homes must not encroach upon any required buffer for the Park.

Other Principal Buildings/Structures – Show the scaled locations of all other existing and/or proposed principal buildings/structures such as the Park Office, Laundry Room, or Clubhouse. These structures must not encroach upon any required buffers for the Park. The office and/or residence of the Park owner and/or manager should be identified, as applicable.

Spacing – There shall be a minimum of 30 feet between any two mobile homes, or any mobile home and a common building (Laundry, etc.). Where entrances/exits of mobile homes do not face each other, the minimum setback may be 10 feet from the mobile home space delineation line. Accessory structures for individual mobile homes shall be located a minimum of 6 feet from any adjoining mobile home.

Water Supply and Sewage Disposal Systems – Give a description of the existing and/or proposed water supply and sewage disposal systems to be utilized, with the name, mailing address, and telephone number of the utility operator/supplier, if applicable. Provide documentation of SCDHEC system approvals.

Solid Waste Disposal – Show the scaled location of any existing and/or proposed solid waste disposal facility intended for use by the occupants of the Park. If individual solid waste collection is to be utilized, give the name, mailing address, and telephone number of the collection service provider.

APPENDIX B

Private Road Policy – Mobile Home Park Driveways

Driveway Layout

1. Driveway alignments, which create inadequate sight distances, are prohibited.
2. “Through driveways,” which connect existing public roads, are not allowed.

Driveway Design

1. The geometric layout/design shall conform to the minimum standards for Lexington County.
2. Dead end driveways shall terminate in a turnaround with a minimum 80 foot diameter riding surface.
3. Driveways across pond dams are strongly discouraged.
4. Proposed paved driveways must be designed to meet the standards of Lexington County for sub-grade, base, pavement thickness, driveway width (18 ft minimum), and pavement materials.
5. The following are the minimum standards for all proposed unpaved driveways:
 - a. Access can be from an existing paved or unpaved publicly maintained road. If the unpaved driveway connects to a paved road, a paved apron, 50 feet in length, measured from the existing pavement, and with the appropriate intersection radii width, must be provided. This apron is required to meet County paving standards.
 - b. The number of mobile home spaces/lots accessing a driveway is limited to a maximum of 25.
 - c. Slopes shall be designed such that the calculated stormwater velocities on the driveway surface and in the driveway side ditches are less than 2.5 feet per second for sandy loam soils, and 4.0 feet per second for clay soils.
 - d. If the project proposal is to use a new unpaved driveway surface, the following additional criteria must be met:
 - The driveway surface shall be graded to conform to a modified farm-to-market type cross section (18 ft minimum riding surface width).
 - The driveway surface shall be free of debris and compacted to 95% standard density.

- The geometric layout/design shall conform to the minimum Lexington County standards.
- e. If the project proposal is to use an existing unpaved driveway surface, the following additional criteria must be met:
- The driveway surface should be smooth and compacted, free from holes and/or ponding water.
 - The driveway area shall be sloped or graded in such a manner that surface stormwater will be directed away from the driveway.
 - The geometric layout shall be considered safe, as determined by the Lexington County Engineering Staff.

NOTE: It should be recognized that some tracts of land are not suitable for unpaved driveways. Tracts, which are fairly flat, with good drainage conditions, will generally support an unpaved driveway, while steeper slopes do not. In addition, the feasibility of unpaved road design is dependent largely on the design and maintenance of the storm drainage system.

Storm Drainage System

1. The project shall be designed to properly handle storm drainage entering and leaving the site.
2. Sediment and erosion control measures, in accordance with the Lexington County Stormwater management and Sediment Control Ordinance, shall be required for all grading.
3. A Lexington County Land Disturbance Permit is necessary prior to clearing and grubbing of the property.

Notice

Sufficient engineering drawings and documents must be submitted in order to ensure these requirements are being met.