

MANUFACTURED HOME RENTAL COMMUNITY CHECKLIST

THE MHRC APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE IN COMPLIANCE WITH THE REGULATIONS. PLEASE FILL OUT AND SUBMIT THE RELEVANT CHECKLIST WITH THE MHRC APPLICATION – ALL DOCUMENTS MAY BE SUBMITTED IN .PDF FORMAT UNLESS OTHERWISE SPECIFIED.

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Yes	N/A	MANUFACTURED HOME RENTAL COMMUNITIES	Page 1 of 1
		MHRC Application, completed and executed	
		Request(s) for Variance, or evidence of a previously approved variance	
		Approval from Gillespie County Rural Addressing for all road names	
		Approval from TxDOT for all proposed access off of a state highway	
		Written evidence in the form of a tax certificate or other tax entity issued document that an ad valorem tax liability does not exist on the land being developed	
		Payment of MHRC review fee (3 rd party review fees are due prior to MHRC approval)	
		Infrastructure Development Plan (1 hard copy, and 1 digital copy in .pdf and .shp or .dwg) including: <ol style="list-style-type: none"> 1. Road and Drainage Construction Plans and Calculations 2. Location and design of all water facilities and service lines 3. Location and design of all wastewater facilities and service lines 4. Developer acknowledgement of restrictions on construction, occupancy, and utility services. 5. Land Survey Including the (a) MHRC boundaries, (b) proposed location of all spaces, lots, or other parts of the MHRC, (c) proposed and existing utility, road, and drainage easements, (d) dedications of easements and ROW, (e) floodplain boundaries, and (f) a note prohibiting conveyance unless the development is platted. 	
		Drainage Study (required if the average space size is less than 10 acres)	
		Flood Study in accordance with the County's Flood Damage Prevention Ordinance	
		Traffic Impact Study (required if 100 PHT are generated by the total development)	
		IF THE MHRC IS SERVED BY PRIVATE WATER: <ol style="list-style-type: none"> 1. Attach a copy of the Groundwater Availability Study. 2. Provide a letter of recommendation from the HCUWCD for approval of the MHRC based on the results of a Groundwater Availability Study. 	
		IF THE MHRC IS SERVED BY PRIVATE WASTEWATER: <ol style="list-style-type: none"> 1. Attach all reports, studies, plans, drawings, and specifications related to the construction of the private wastewater facilities. 2. Provide a letter of recommendation from the County Sanitation Department for approval of the MHRC based on the reports, studies, and other information listed above. 	
		IF THE MHRC IS SERVED BY PUBLIC WATER: <ol style="list-style-type: none"> 1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to the construction of the public water facilities. 2. Provide proof of TCEQ approval of the public water system. 3. Provide a letter of recommendation from the HCUWCD for approval of the MHRC based on the results of a Groundwater Availability Study. 4. Provide the executed agreement with the service provider if connecting to an existing system. 	
		IF THE MHRC IS SERVED BY PUBLIC WASTEWATER: <ol style="list-style-type: none"> 1. Identify the service provider and attach all reports, studies, plans, drawings, and specifications related to construction of the public wastewater facilities. 2. Provide proof of TCEQ approval of the public wastewater system. 3. Provide the executed agreement with the service provider if connecting to an existing system. 	
		Certification from the electric utility service provider that electric service can be made available to all spaces in the MHRC, and that the easements shown on the plan are of sufficient nature, shape, and size to accommodate electric utility service to all spaces in the MHRC	
		Certification from the gas utility service provider, if provided, that gas service can be made available to all spaces in the MHRC, and that the easements shown on the plan are of sufficient nature, shape, and size to accommodate gas utility service to all spaces in the MHRC	