

Carolyn Smith
(512) 571-9430
Community Management
March 26th, 2017

SAMPLE REPORT

The following report is an example request with follow up answers from the Planning Department for subject property. Note: Due Diligence Partners **ONLY makes initial** request to Planning and Land Use Departments. This request includes questions regarding Zoning and all other Land Use/Home Compatability questions.

Buyer is responsible for any follow up required for land use/compatability concerns

REQUEST FOR ZONING AND LAND USE INFORMATION

Please address the following questions regarding the following location:

ADDRESS: % Address Removed %

PROPERTY ID: % ID Removed %

GEOGRAPHIC ID: % Geographic ID Removed %

LEGAL DESCRIPTION: % Legal Description Report %

1. What is the current %%?

R-MH Manufactured Home Park District

2. Is the parcel %%? If so, what are the %%?

None

3. What %% are required for the property if part of a neighborhood plan?

None

4. Does the current %% as a manufactured home park with related facilities comply with %, %, and %?

The current use matches the zoning district, however, it is existing, non-conforming

5. Are there any variances, % or % in place or %? If so, please specify the relevant terms.

None

6. Are there % required?

Yes

7. What is the % for this parcel?

Per the attached plat, 1 block, 4 lots

8. Is the property in a flood plain?

No

9. What is the %% of the abutting property(s)?

2513 - R-MH (Manufactured Home Park District), 8653 - R-1 (One-Family Dwelling District)

% Picture Removed %

10. When a home is %% another %%?

Yes, except lots along the north that encroach adjacent property and south that encroach ROW/utility easement

A. What are the required front, back, and side setbacks?

Existing, non-conforming use requirements have been clarified to indicate they need to match existing setbacks except for the above-referenced units

B. Please detail any other specific requirements.

units along Bee Line must be reconfigured out of the ROW and electric easements, see attached survey

C. What %% are required?

New units must be inspected to acquire a Certificate of Occupancy

D. Is a %% installer required to %% and sewer?

Yes

E. Are %% allowed in %%?

Yes, with an application to the Building Official

11. Are there any %% affecting the property?

None

If there are any additional facts regarding the property and its current use that would be material consideration please include the information.

Please also include a copy of the zoning ordinance affecting the location and any ordinance affecting manufactured home parks.

We understand that these questions may require an answer by more than one department or manager. This information is requested by: **January 23rd, 201%**. If there are any questions, please contact me.

Thank you,
Carolyn Smith
512-571-9432

SURVEY OVERLAY OF 2016 AERIAL % removed % PLAT % removed % CAD % removed %

REQUEST #2 FOR ZONING AND LAND USE INFORMATION

Please address the following questions regarding the following location:

ADDRESS: % Address Removed %

PROPERTY ID: % ID Removed %

GEOGRAPHIC ID: % Geographic ID Removed %

LEGAL DESCRIPTION: % Legal Description Report %

1. FOLLOW UP QUESTIONS FOR #10

What is the current %% required for future %%?

Homes encroaching easements, property lines and ROWs will need to be placed outside of those boundaries. All other units may use existing setbacks.

Regarding homes that encroach South side, are there 29 homes as stated that encroach or less? Is location of %% easement indicated on picture (survey overlay) correct? By how much does each instance encroach per foot [Labeled A-H on survey overlay]?

I believe the electrical easement is by separate instrument and I do not have its dimensions. Therefore I cannot determine the amount of encroachment for each unit.

For North side, are there 7 homes that encroach?

Based upon the survey provided by the property owner, there are 7 encroaching units

Regarding legal non-conforming, if we understand correctly, all homes are legal non-conforming, meaning that the current homes may stay in place. If removed, replacement %% . Is this correct?

Replacement homes will need to abide by the setbacks in place at the time the park was established, or the existing setbacks of the park, excluding those units encroaching easements, alleys, ROWs, and property lines.

Can part of the ROW in the middle of the park be abandoned? As discussed, it appears that ROW was originally intended for a road when originally platted, this has not been the use for %. Part of this ROW is used as % (ref survey overlay).

ROW abandonment should be requested of the Public Works director in writing

Can the North alleyway be abandoned as there is no use for alleyway?

ROW abandonment should be requested of the Public Works director in writing

10. When a home is removed from a lot can it be replaced with another mobile home?

Yes, except lots along the north that encroach adjacent property and south that encroach ROW/utility easement

A. What are the required front, back, and side setbacks?

Existing, non-conforming use requirements have been clarified to indicate they need to match existing setbacks except for the above-referenced units

B. Please detail any other specific requirements.

units along Bee Line must be reconfigured out of the ROW and electric easements, see attached survey

2. Per section 152.04 of Chapter 152, has variance been obtained and is variance required to have more than 1 home per lot?

This property is zoned as a MH park and lots are defined internally to the park plan, not the plat. That section of Code is not relevant to a Park.

3. It seems that certificates of occupancy are only %. Is this correct? Other than %, is any other license or permit required for park?

None

4. Regarding homes that encroach on the North side, to clarify, if the adjacent land is rezoned MH, would it trigger the set back requirement for homes requiring they be moved? If adjacent land is owned as is – without rezoning, then do homes continue to be grandfathered in their current configuration?

A rezone would trigger adherence to current code requirements. If the adjacent property comes under the ownership of the Park property owner, then the existing units can remain as existing, non-conforming.

If there are any additional facts regarding the property and its current use that would be material consideration please include the information.

This information is requested by: **February 1st, 2017**. If there are any questions, please contact me.

Thank you,
Carolyn Smith
512-571-9432

SURVEY OVERLAY OF 2016 AERIAL % removed % PLAT % removed % CAD % removed %

REQUEST #3 FOR ZONING AND LAND USE INFORMATION

Please address the following questions regarding the following location:

ADDRESS: % Address Removed %

PROPERTY ID: % ID Removed %

GEOGRAPHIC ID: % Geographic ID Removed %

LEGAL DESCRIPTION: % Legal Description Report %

1. FOLLOW UP QUESTION FOR #10 B

Regarding the homes underneath the electrical easement, can you confirm that these homes are allowed in their current position, legal non-conforming?

If there are any additional facts regarding the property and its current use that would be material consideration please include the information.

This information is requested by: **February 3rd, 2017**. If there are any questions, please contact me.

Carolyn,

In response to your inquiry:

1. FOLLOW UP QUESTION FOR #10 B

Regarding the homes underneath the electrical easement, can you confirm that these homes are allowed in their current position, legal non-conforming?

I confirm that those homes are allowed in their current positions as existing, non-conforming, but if they are removed, they must be clear of any setbacks, ROWs, and easements.

Director of Planning and Development

Carolyn Smith
(512) 571-9430
Community Management
March 26th, 2017

REQUEST #4 FOR ZONING AND LAND USE INFORMATION

Additional follow ups made to resolve land use issues.