

Consolidated July 9, 2009 to include Bylaw 90.3

SUNSHINE COAST REGIONAL DISTRICT

BYLAW NO. 90

MOBILE HOME PARKS REGULATION

A bylaw to regulate the establishment, extension, design and servicing of mobile home parks, pursuant to Section 798D of the Municipal Act.

The Board of the Sunshine Coast Regional District in open meeting assembled enacts as follows:

1. Interpretation and Administration

1.1. Declaration

1.1.1 Title

This bylaw may be cited as "The Sunshine Coast Regional District Mobile Home Parks Regulation Bylaw No. 90, 1975".

1.1.2. This bylaw shall be applicable to Electoral Areas A, B, C, D, E and F of the Sunshine Coast Regional District, as defined in the letters patent and amendments thereto.

1.2. Interpretation

1.2.1. Definitions

In this bylaw unless the context otherwise requires

APPLICANT for permission to establish a mobile home park means the owner of the land to contain the mobile home park, or his duly appointed representative;

ESTABLISHMENT of a mobile home park includes the placement on an unsubdivided parcel of a number of mobile homes in excess of two and in excess of the number of mobile homes permitted by a mobile home park permit pertaining to the parcel;

HEALTH ACT REGULATIONS means the mobile home park regulations included in B.C. Regulation 239/67 and amendments thereto;

MEDICAL HEALTH OFFICER means the Medical Health Officer appointed under the Health Act, having jurisdiction in the area containing the land concerned;

MOBILE HOME means a single family dwelling which

- (a) is designed for year round occupancy; and
- (b) is designed with a vehicular chassis for periodic movement along the highway; and
- (c) arrives at the site where it is to be occupied complete and ready for occupancy, except for location on foundation supports, connection of utilities, and some incidental assembly; and
- (d) contains no less than 30 square metres (322.9 sq. ft.) of floor space.

A mobile home does not include a travel trailer, an existing building or other prefabricated structure;

MOBILE HOME PARK means an unsubdivided parcel of land not the subject of a strata title subdivision on which are situated two or more mobile homes. An unsubdivided parcel of land on which are situated exactly two mobile homes shall not be regulated as a mobile home park by this bylaw except for section 6.7.2.2., but is regulated as such under the Health Act;

MOBILE HOME SPACE means an area of land within a mobile home park designated for the installation of only one mobile home with permissible additions and accessory buildings;

MOBILE HOME STAND means that portion of a mobile home space designated, designed and prepared for the support of a mobile home;

PATHWAY means a route designated within a mobile home park, made suitable for the passage of unmotorized traffic;

REGIONAL DISTRICT means the Sunshine Coast Regional District;

ROADWAY means a route designated within a mobile home park, made suitable for normal vehicular use;

1.2.2. Measurements

Metric units shall be used for all measurements and standards in this bylaw. Approximate equivalents of metric standards in the British Engineering System of Units, shown in brackets following the metric standards, are for convenience only and do not form part of this bylaw.

1.2.3. Net Density

1. The net density of a mobile home park or portion thereof shall be calculated by dividing the number of permanent dwellings and mobile home spaces in the mobile home park or portion by the net area of the mobile home park or portion respectively.
2. The net area of a mobile home park or portion thereof is the area of all land within the mobile home park or portion respectively, excluding land designated as roadway or pathway.

1.3. Administration

1.3.1. Prohibition

No mobile home park shall be established, extended or operated contrary to this bylaw.

1.3.2. Violation

1. It shall be unlawful for any person to cause, suffer or permit the establishment, extension, or operation of a mobile home park in contravention of this bylaw, or otherwise to contravene or fail to comply with this bylaw.
2. It shall be unlawful for any person to prevent or obstruct any official appointed under section 1.3.4.1. from carrying out his duties under this bylaw.

1.3.3. Penalty

1. Any person who violates the provisions of this bylaw is liable on summary conviction to a penalty not exceeding \$200.00 and also the costs of the prosecution .
2. Each day during which such a violation is continued shall be deemed to constitute a new and separate offence.

1.3.4. Enforcement

1. The building inspector, or such other person designated by the Board of the Sunshine Coast Regional District, shall be appointed issuing officer and shall administer this bylaw.
2. Persons appointed under section 1.3.4.1. may enter any mobile home park at any reasonable time for the purpose of administering or enforcing this bylaw.
3. Neither the building inspector, nor any other person appointed by the Board of the Sunshine Coast Regional District shall issue any permit or certificate for a mobile home park which violates any of the provisions of this bylaw.

1.3.5. Enactment

This bylaw shall come into force and take effect upon the adoption thereof.

2. **Permit Procedure**

2.1. **Application**

- 2.1.1. Only the owner of a parcel of land, or the duly, authorized agent of the owner, may apply for a permit to establish a mobile home park upon that land (a mobile home park permit).
- 2.1.2. Each application for a mobile home park permit shall conform to the provisions of this bylaw.
- 2.1.3. Each application for a mobile home park permit shall be submitted to the issuing officer.
- 2.1.4. The applicant shall provide the issuing officer with three complete copies of each application for a mobile home park permit.

2.1.5. **Information Required**

1. Each application for a mobile home park permit shall be submitted in writing, stating the name and address of the applicant and the complete legal description of the land concerned.

2. If the applicant is not the owner of the land concerned, the application shall be accompanied by a statement signed by the owner of the land, authorizing the applicant to apply for a mobile home park permit, and giving the owner's name and address.

3. Each application for a mobile home park permit shall be accompanied by a sketch plan or plans, drawn to suitable scale, clearly showing

- (a) the scale of each plan and direction of north thereon; and
- (b) the proposed layout of the mobile home park, including location of each mobile home space, mobile home stand, roadway, access to public highway, recreation area, area of retained or planted vegetation, and any other important features of the proposed design; and
- (c) dimensions of all mobile home spaces, roadways, and recreation areas, including lineal and areal dimensions of all mobile home spaces and the width of all roadways and pathways; and
- (d) all water courses or waterfrontage within or adjacent to the land concerned; and
- (e) all steep banks or slopes within or adjacent to the land concerned; and
- (f) all buildings, sources of domestic water, and sewage disposal fields, identified and located, existing within the land concerned; and
- (g) the approximate location of all proposed utilities and services; and
- (h) the relationship of the proposed mobile home park to adjacent roads; and
- (i) a number, unique within the mobile home park, for each mobile home space for reference purposes; and
- (j) the maximum length and width of the mobile home that may be installed on each mobile home space; and
- (k) the slope of each proposed roadway; and
- (l) any other information required by the Health Act regulations.

2.1.6. **Fees**

- 2.1.6.1. Each initial application for a mobile home permit submitted to the Regional District shall be accompanied by an application fee of \$25.00 for the first mobile home space and \$10.00 for each additional mobile home space shown in the mobile home park plan.
- 2.1.6.2. Each application for renewal of a mobile home park permit shall be accompanied by an application fee of \$2.00 for each mobile home space shown in the mobile home park plan.
- 2.1.7. No application for a mobile home park permit shall be accepted for processing unless it includes all documents, information and fees required in section 2.1.

2.2. **Mobile Home Park Permits**

- 2.2.1. A mobile home park shall not be established unless there is a valid mobile home park permit for the mobile home park concerned, but this permit need not remain in force during the continued operation of the mobile home park following issuance of a completion of works certificate.
- 2.2.2. The issuing officer shall examine each complete application for a mobile home park permit, and following notification concerning the approval of the proposed mobile home park by the Medical Health Officer, shall notify the applicant in writing either that the permit is issued or that it is refused.
- 2.2.3. For the purpose of carrying out his duties under section 2.2.1., the issuing officer may:
 - (a) require the applicant to provide additional relevant information, including but not limited to topographic and soil condition data;
 - (b) conduct inspections and tests in the vicinity of the site of the proposed mobile home park.
- 2.2.4. If the issuance of a mobile home park permit is refused, the issuing officer shall notify the applicant in writing of the reasons for refusal.

- 2.2.5. A mobile home park permit shall permit the establishment of a mobile home park on the land concerned only in compliance with the mobile home park plan submitted with the permit application.
- 2.2.6. A mobile home park permit shall be valid for two years, and may be renewed for further two year periods.

2.3 **Completion of Works**

- 2.3.1. No mobile home park, or part thereof, shall be used for mobile home residence unless that mobile home park or part thereof is the subject of a valid certificate of completion of works, issued by the issuing officer.
- 2.3.2. An application for a certificate of completion of works for a mobile home park or part thereof shall not be accepted unless the mobile home park is the subject of a valid mobile home park permit.
- 2.3.3. Each application for a certificate of completion of works for a mobile home park or part thereof shall be accompanied by all documents required by the issuing officer concerning completion of construction of services, utilities and amenities in the mobile home park or part thereof.
- 2.3.4. A certificate of completion of works for a mobile home park or part thereof shall not be issued unless all works associated with the construction and provision of all required amenities, services and utilities associated with the mobile home park or part thereof, have been satisfactorily completed, except that a certificate may be issued prior to the completion of landscaping, specifying that the certificate will be automatically invalidated unless the landscaping is satisfactorily completed before a date specified on the certificate.
- 2.3.5. Failure to operate or maintain a mobile home park as required by this bylaw at the time of mobile home park permit issuance shall be sufficient grounds for the invalidation of the certificate of completion of works for the mobile home park or part thereof affected by such failure.

3. **General Regulations**

3.1 **Erosion and Landslip**

No mobile home park permit shall be issued if the proposed mobile home park plan

- (a) entails construction or excavation on land which is subject to erosion which renders it unsuitable for such development; or

- (b) contains land which may slip when developed, used or occupied as shown in the mobile home park plan; or
- (c) contains land which, when developed, used or occupied as shown in the mobile home park plan may cause adjacent land to slip.

3.2. **Operation**

Alterations to the operation of the portion of a mobile home park in existence at the time of adoption of this bylaw shall be regulated by this bylaw, but only the following sections shall be applicable: 7.1., 7.2., 7.3., 7.4.2., 7.5.1., and 7.5.2., and existing lawful uses of the premises shall not be affected.

4. **Densities**

4.1. Within Electoral Area A, B, D, E, and F of the Sunshine Coast Regional District, as defined in the Letters Patent and amendments thereto, the minimum mobile home space size permitted in a mobile home park shall be 300 square metres.

5. **Services**

5.1. **Required in All Mobile Home Parks**

The following shall be required in all mobile home parks:

- (a) the provision, clearing, construction and surfacing of roadways sufficient for access to all mobile home spaces in a mobile home park; and
- (b) a piped water system serving each mobile home space; and
- (c) means to dispose of all sewage and waste water generated within the mobile home park.

5.2. **Dependence upon Density**

- 5.2.1. In addition, where the net density is one mobile home per hectare (2.470 acres) or greater, asphaltic or cement paving shall be required for all roadways within the mobile home park.
- 5.2.2. In addition, where the net density is four mobile homes per hectare (2.470 acres) or greater, usable pathways for the safe passage of unmotorized traffic within the mobile home park shall be provided, with surfacing suitable to ground and traffic conditions.

- 5.2.3. In addition, where the net density is ten mobile homes per hectare (2.470 acres) or greater, the sewage generated within each mobile home space less than 1000 square metres (0.2480 acres) in area shall not be disposed of within any mobile home space.
- 5.2.4. In addition, where the net density is 20 mobile homes per hectare (2.470 acres) or greater, all utility wiring shall be placed underground, except where the terrain renders such placement infeasible or where the electricity utility recommends against underground installation for technical reasons.

5.3. **Grouping of Smaller Mobile Home Spaces**

Where a design for a mobile home space creates a group of four or more mobile home spaces, whether contiguous or not, with net density within the group greater than the net density of the mobile home park, the net density computed by dividing the area of the smallest convex closed curve enclosing all mobile home spaces of the group by the number of mobile home spaces completely within that curve shall be used for determining the servicing requirements for mobile homes spaces within the group, for the purposes of section 5.2.

5.4. **Dependence upon Individual Mobile Home Space Sizes**

Sewage generated within each mobile home space 700 square metres (0.1730 acres) or less in area shall not be disposed of within any mobile home space regardless of density.

6. **Design and Servicing Standards**

6.1 **Access**

6.1.1. **Mobile Home Park Access**

1. No mobile home park shall be established or extended unless the highway giving primary access to the mobile home park is paved across the entire frontage of the mobile home park upon it.
2. A second access from a public highway for emergency vehicles, separated by at least 25 metres (82.03 ft.) from the primary access, shall be provided to each mobile home park containing 20 or more mobile home spaces.

6.1.2. Mobile Home Space Access

For access purposes, the minimum frontage of each mobile home space on a roadway connected to a public highway shall be 5 metres (16.41 feet).

6.2. **Mobile Home Spaces**

Each mobile home space shall be of such a shape that it can accommodate a mobile home of the declared maximum size for that space, with no part of the mobile home being less than 3 metres (9.844 feet) from the edge of the mobile home space, with the exception of the RM3 zone, where a mobile home may be 3 metres (9.8 feet) from the edge of the mobile home space on one side 1.5 metres (4.9 feet) from the edge of a mobile home space on the opposite side.

6.3. **Roadways and Pathways**

6.3.1. Width

1. The minimum width of the travelled portion of each roadway shall be no less than 7 metres (22.97 feet).
2. The minimum width of the travelled portion of each pathway shall be no less than 1.75 metres (5.742 feet).

6.3.2. Layout

1. The roadway layout shall take into account the topography of the land, to avoid unnecessarily steep grades.
2. In no case shall the slope of a roadway exceed 12 percent.

3. Where possible, roadways shall be arranged to discourage their use by through traffic, by means of the use of cul-de-sacs, loops, or other methods.

6.3.3. Intersections

The safety of the users of the roadway system shall be considered when establishing the number, placement and design of roadway intersections.

1. The number of intersections shall be kept to a practical minimum.
2. Intersections shall be three-legged "T" shape where practicable.
3. No intersection shall be within 40 metres (131.3 feet) of another intersection, measured along the centre line of the roadway connecting the two intersections.
4. No intersection shall be located on or near a sharp curve or the crest of a rise.
5. Unless extremely difficult terrain precludes it, intersecting roadways shall meet at right angles and shall not curve within 15 metres (49.22 feet) of an intersection.

6.3.4. Cul-de-sacs

1. Each cul-de-sac shall terminate in a turning area of not less than 15 metres (49.22 feet) radius.
2. Where the length of a cul-de-sac, measured from the intersection to the commencement of the turning area along the centre line of the roadway, exceeds 100 metres (328.1 feet), a secondary access shall be provided for emergency vehicles to the turning area.

6.4. Water Supplies

6.4.1. Volume

The water supply system in a mobile home park shall be capable of supplying each mobile home space in the mobile home park with at least 1,000 litres (220.0 gallons) of potable water per day year round.

6.4.2. Water Sources

Where any mobile home space in a mobile home park is to be served with water by a water system not to be connected to a water supply under the jurisdiction of the Regional District or an improvement district:

- (a) proof by a qualified person shall be required of the capability of the water sources to be used to supply adequate year round water volume; and
- (b) each independent water source shall be at least 30 metres (98.44 feet) from a sewage disposal field or property boundary or as specified by the Medical Health Officer; and
- (c) when a water source to be used comes under the terms of the Water Act, a licence to divert and use the amount of water required to service the mobile home park shall be obtained by the applicant and be in force at the time of mobile home park permit issuance.

6.5. **Parking**

Two parking spaces, having minimum dimensions of 2.75 metres (9.023 feet) by 6 metres (19.69 feet), shall be provided for each mobile home space, on or near the mobile home space.

6.6. **Mobile Home Stands**

6.6.1. Foundations

- 1. Each mobile home space shall be provided with a mobile home stand sufficient to accommodate the largest mobile home that may be installed on that mobile home space.
- 2. All foundations for the support of mobile homes or additions shall be designed and installed in accordance with the National Building Code.
- 3. All mobile homes installed in a mobile home park shall be restrained from moving and anchored in accordance with the National Building Code.

6.6.2. Setbacks

Each mobile home stand shall be located in such a way that no mobile home properly installed on that stand shall be closer than 6 metres (19.69 feet) to any other mobile home or any building, or shall project over the boundary of the mobile home space, with the exception of the RM3 zone, where a mobile Home properly installed on a pad may be within 4.5 metres (14.76) feet) to any other mobile home or any building, or shall project over the boundary of the mobile home space.

6.7. **Privacy and Landscaping**

6.7.1. Design

Each mobile home park shall be designed so that the privacy of residents of the mobile home park is preserved.

6.7.2. Landscape Screening

1. The preservation of vegetation, the planting of immature vegetation of suitable species, or the provision of other landscape screening, shall be undertaken to provide privacy and shade to residents of the mobile home park, and to preserve the privacy of residents of adjoining properties.

2. The provisions of the Health Act Regulations concerning buffer areas shall be relaxed to permit the placement of residences and mobile home spaces within the buffer area.

6.8. **Recreation Areas**

6.8.1. Not less than 8 percent of the gross area of the mobile home park shall be devoted to recreation facilities and recreation areas.

6.8.2. Location

The location of recreation areas shall be such that each mobile home space is conveniently close to a recreation area.

6.8.3. Size

Each recreation area shall be at least 500 square metres (0.1236 acres) in area.

7. **Other Regulations**

7.1. **Permanent Dwellings**

No more than one dwelling other than mobile homes shall be located within a mobile home park unless provided for by the Sunshine Coast Regional District Land Use Regulation Bylaw No. 96.

7.2. **Non-Residential Uses**

No commercial use including but not limited to campsites and other tourist accommodation, except an office for the management of the mobile home park, shall be permitted within a mobile home park, unless the portion of the mobile home park containing the commercial use is included in a suitable commercial zone by Sunshine Coast Regional District Land Use Regulation Bylaw No. 96 or permitted by the Sunshine Coast Regional District Zoning Bylaw No. 264.

7.3. **Mobile Home Standards**

- 7.3.1. Except as provided in Section 7.3.2., each mobile home installed in a mobile home park shall bear a Canadian Standards Association sticker type Z240, or shall bear the certification of a registered professional engineer stating that the mobile home in question meets or exceeds all standards required for the issuance of a type Z240 sticker.
- 7.3.2. A mobile home or travel trailer not meeting the standards of Section 7.3.1. may be installed in a mobile home park only if the mobile home or travel trailer has previously been legally installed in a mobile home park, or as a permanent home with a building permit on a privately held lot, in the Sunshine Coast Regional District, prior to March 11, 1976.

7.4. **Mobile Home Installation**

7.4.1. **Location**

1. A mobile home shall not be installed in a mobile home park except upon a mobile home stand.
2. No dimension of a mobile home installed upon a mobile home stand shall be larger than the maximum for that dimension specified in the mobile home park plan for that mobile home stand.
3. A mobile home shall be installed on a mobile home stand only in such a manner as to conform with the design of the stand with respect to support and anchoring.

7.4.2. Reporting

1. The management of a mobile home park shall notify the building inspector of the Sunshine Coast Regional District in advance of the installation or removal of each mobile home within the mobile home park.
2. The notification required in Section 7.4.2.1. shall include:
 - (a) the number of the mobile home space concerned;and for an installation, shall also include:
 - (b) the length and width of the mobile home; and
 - (c) the name of the manufacturer of the mobile home; and
 - (d) the serial number of the mobile home.

7.5. Additions and Accessory Buildings

7.5.1. Building Permits

Each addition to a mobile home, other than skirting and each accessory building on a mobile home space shall conform with the Sunshine Coast Regional District Building and Plumbing By-law No. 94, 1975, and in particular a building permit shall be required for each such addition or accessory building.

7.5.2. Accessory Buildings

Buildings and structures to house uses of a minor nature, subsidiary to and accessory to the residential use of a mobile home space, shall be permitted on the mobile home space.

7.5.3. Siting and Coverage

1. No part of an accessory building or an addition to a mobile home shall be closer than 3 metres (9.844 feet) to any boundary of a mobile home space .
2. The total area covered by the mobile home, additions thereto, and other structures on a mobile home space shall not exceed one third of the area of the mobile home space.