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**TOWN OF TAYLOR  
MOBILE/MANUFACTURED HOME REGULATIONS**

The Town Board of the Town of Taylor, Cortland County, New York, pursuant to the authority and provisions granted by Sections 130, 136, and 261 of the Town Law of the State of New York, does hereby ordain as follows:

**ARTICLE I  
TITLE**

These regulations shall be known as the “Mobile/Manufactured Home Regulations for The Town of Taylor”.

**ARTICLE II  
PURPOSE**

It is the purpose of these regulations to promote the health, safety, convenience, economy, amenity and general welfare of the inhabitants of the Town of Taylor by the more efficient regulation of Mobile/Manufactured homes by enforcing Minimum Standards, including provisions for sewage disposal, water supply, garbage removal, safety and other actions deemed necessary for said purpose.

**ARTICLE III  
TERMS AND DEFINITIONS**

Section 301:            General Terms – For the purpose of these regulations, words and terms used herein shall be interpreted as follows:

1. Words used in the present tense include the future.
2. The singular includes the plural.
3. The “person” includes a corporation, partnership, and association as well as the individual.
4. The term “shall” is always mandatory.
5. The term “may” is permissive.
6. The term “used” shall be interpreted to include the term “designated” or “intended to be used”.

Any word or term not defined herein shall be used with a meaning of standard usage.

Sections 302:            Definitions

Adequate:        Sufficient to accomplish the purpose intended, and to such a degree that no unreasonable risk is presented to health or safety. Within the meaning of these regulations, an item installed, maintained, designed and assembled, an activity conducted, or act performed, in accordance with recognized generally accepted standards, principles or practices applicable to a particular trade, business, occupation or profession shall be considered adequate.

Anchoring System: A combination of ties, anchoring equipment and ground anchors that will, when properly designed and installed, resist overturning and lateral movements of the mobile/manufactured home from wind forces.

Building Inspector: Person hired by the Town Board to inspect building construction, renovation and work requiring a building permit, working under the Code Enforcement Officer.

Code Enforcement Officer/Agency: The person or agency designated and appointed as enforcement officer by the Town Board to enforce the provisions of these regulations and sign permits and orders.

CEO: Code Enforcement Officer

Feeder Assembly: The overhead or under chassis electrical feeder conductors, including the grounding conductor, together with the necessary fittings and equipment, or a power supply cord listed for mobile/manufactured, home use, designed purpose is to deliver the electrical supply from the source to the distribution panel within the home.

Generally Accepted Standards: Those referenced in the International Building Code or any other standards filed with the Secretary of State.

Health Department: The Cortland County Health Department.

Home: A Mobile/Manufactured home on an individual lot.

Mobile/Manufactured Home Lot: Land occupied or to be occupied by a single mobile home and its accessory buildings together with such open spaces as are required under the provision of these regulations to be adequate as a condition of the issuance of the issuance of a building permit for a building on such land (deeded access).

Mobile/Manufactured Home: A detached, single-family dwelling unit...  
Designed and manufactured as a relocatable unit without a permanent foundation, to be transported on its own chassis and connected to utilities on site.  
Designed for long-term, year-round occupancy and containing sleeping accommodations, flush toilets, tub or shower, and kitchen facilities.  
Having not less than seven hundred (700) square feet by measure of its exterior dimensions.

Mobile/Manufactured Home Accessory Building or Structure: A building or structure which is an attached or detached addition to or which supplements the facilities provided a mobile/manufactured home, on the same or an adjoining lot under the same ownership or occupancy. It is not a habitable building or structure.

Mobile/Manufactured Home Pad: (hereinafter also known as Pad) A part of an individual mobile/manufactured home lot that has been reserved for the placement of the mobile/manufactured home, its appurtenant structure or additions.

Mobile/Manufactured Home Park: (hereinafter also known as Park) A property, under one ownership or management, which has been planned and improved for the placement of more than one (1) mobile/manufactured home for individual non-transient use.

Permit-Issuing Official: The Code Enforcement Officer or any other person or agency, so designated by the Taylor Town Board to enforce the provisions of these regulations.

Person: An individual, group of individuals, partnership, firm, corporation, association, political subdivision, government agency, municipality, industry, estate, or any legal entity whatever.

Planning Board: The Town of Taylor Planning Board.

Potable Water: Water provided or used for human consumption and food preparation. Water used for lavatory, bathing, or laundry purposes is to be potable quality.

Refuse: All putrid (rotten and foul smelling) and non-putrid, solid waste including, but not limited to, garbage, rubbish, ashes, incinerator residue, street cleanup, dead animals, offal (entrails, butchered animal) and solid commercial wastes.

Service Equipment: The electrical equipment containing the disconnecting means, over current protection devices, and receptacles or other means for connecting a mobile/manufactured home Feeder Assembly.

Sewage: Excreta and the waste from a flush toilet, bath, sink, lavatory, dishwashing, laundry machine or the water-carried waste from any other fixture or equipment or machine.

Street Line: The line of a right-of-way used for vehicular traffic, whether public or private.

## **ARTICLE IV DISTRICTS**

Section 401: New Mobile/Manufactured Home Parks or expansions of existing Mobile Parks. New or expansions of existing Mobile/Manufactured Home Parks will not be permitted anywhere in the Town of Taylor after January 1, 1991.

**ARTICLE V  
PERMITS REQUIRED**

Section 501: General

No person, being the owner or occupant of any land within the Town of Taylor, shall use or permit the use of such land for the parking, storage, or use of a mobile/manufactured home without first obtaining the appropriate permit(s) as hereinafter provided.

1. Replacement of Mobile/Manufactured Home: All existing mobile homes shall be removed from the mobile home lot prior to the arrival of the replacement Mobile/Manufactured Home.
  - **Exception:** A variance (waiver?) has been applied for and issued by the Town of Taylor Planning Board, indicating special circumstances and a required removal date.
2. Any existing mobile/manufactured home that is to be relocated on an existing lot shall require an appropriate permit(s) to ensure that the pad is in compliance with Article VII section 7012 herein this Local Law.

Section 502: Application For Permit

Permit applications for mobile/manufactured homes are available from the Town Clerk. Completed application is returned to the Town Clerk for processing by the Code Enforcement Officer.

Section 503: Fees

Fees are charged per the current Approved Fee Schedule and checks must be made out to the Town of Taylor. Fees must be paid prior to receiving the Building Permit.

Section 504: Issuing of Permits

The town's Code Enforcement Agency, shall, within ten (10) days after the receipt of completed application approve or reject the application and, if rejected, certify the reason for the action. Any permit, shall not be transferable or assignable.

**ARTICLE VI  
REVOCATION OF PERMIT AND/OR CERTIFICATE OF OCCUPANCY**

When the Code Enforcement Officer, upon making a scheduled inspection, or one ordered by the Town Board, finds that such mobile/manufactured home is not in accordance with the provisions of these regulations or conditional requirements of the permit, he shall serve upon the holder of the permit or the person in charge of such mobile/manufactured home an initial order in writing directing that the conditions therein specified be corrected within thirty (30) days after the serving of such order or as specified by local law. The County Health Department may also serve such order if findings of inspection are not satisfactory to the State Sanitary Code as amended. If, after the expiration of such period, such conditions are not corrected, the individual Mobile/manufactured homeowner shall be considered in violation of these regulations and subject to the penalties as set forth in Article X, or as specified in the local law.

**ARTICLE VII  
STANDARDS**

Section 701: Individual Mobile/Manufactured Home – The owner or occupant of such mobile/manufactured home premises shall comply with the following standards prior to receiving a Certificate of Occupancy.

1. Location: The site of such mobile/manufactured home shall be well drained. All lots shall have suitable access to a public road.
2. Lot Requirements: The minimum lot size shall apply to all individual mobile/manufactured homes as required by the Cortland County Health Department.
3. Upgrade Rules:
  - All existing mobile/manufactured homes shall be removed from the Lot prior to the arrival of the replacement Mobile Home.
  - Exception: A variance (waiver?) indicating special circumstances with a specified date for removal must be issued by the Town of Taylor Planning Board, prior to the issuance of any building permits for the replacement Mobile Home.
  - Any existing mobile/manufactured home that is to be relocate on an existing Mobile Home Lot shall require an appropriate permit(s) to ensure that the mobile home pad is in compliance with Article VII Section 702 of Local Law 1 of 1996 revised 2009.
4. Health and Safety:
  - Sewage – A mobile/manufactured home shall be provided with a suitable and adequate sewage disposal system as required by state and local regulations and specifically as outlined in Article XV of the Sanitary Code of the Cortland County Health District.
  - Water – A sufficient supply of potable water shall be provided for such mobile/manufactured homes as provided by state and local regulations.
  - Plumbing and Electrical – Connections of mobile/manufactured homes shall comply with all requirements of the International Building Code.
  - Fire Protection – Each mobile/manufactured home shall be equipped with an adequate fire extinguisher and have smoke detectors installed and operational.
  - Skirting – Each mobile/manufactured home shall have skirting to screen the space between the mobile/manufactured home and the ground. The skirting shall be of durable material.

Section 702: General

1. Placement of Mobile/Manufactured Homes

- Mobile/Manufactured Homes installed in the Town of Taylor shall be installed in compliance with the applicable provisions of Article 19 AA of NYS Executive Law and related State Codes for construction and installation of mobile/manufactured homes.
  - Each mobile/manufactured home without a basement shall have a pad or piers to provide adequate support for the placement and anchoring of the mobile/manufactured home.
  - The pad shall inhibit “ponding” of water under and around the home, and shall be reinforced concrete (with wire mesh), at least five (5) inches in thickness and with minimum dimensions of length and width of the mobile/manufactured home.
  - OR The mobile/manufactured home shall be placed upon cast-in-place piers, each a minimum of sixteen (16) inches in diameter, at least four (4) feet below grade level, and ten (10) feet apart.
  - Each mobile/manufactured home shall be secured to the concrete pad or cast-in-place piers with frame tie-downs at each corner of the mobile/manufactured home. (Section 1223, paragraph 2, Mobile/Manufactured Home Installation, KYS Building Construction Codes and Fire Prevention Book (9NYCRR).
  - The Code Enforcement Officer shall inspect and approve all holes made for the cast-in-place piers prior to the placement of said piers.
  - Each mobile/manufactured home to be placed on a basement shall be adequately secured by anchors, either cables or bolts.
  - The Code Enforcement Officer shall inspect and approve anchoring system for the placement on a basement.
2. No accessory structures to a mobile/manufactured home shall be constructed without approval of the Code Enforcement Officer.
3. No additions to a mobile/manufactured home shall be constructed which increases the living floor space of that mobile/manufactured home without approval of the Code Enforcement Officer.

4. Only mobile/manufactured homes which are constructed in accordance with regulations set forth in the **Code of Federal Regulations (CPR) Title 24, Housing and Urban Development, Chapter XX, Office of Assistant Secretary for Housing-Federal Housing Commissioner, Department of Housing and Urban Development, Part 3280, Manufactured Mobile Home Construction and Safety Standards, June 15, 1976** will be permitted within the designated town boundaries.

**ARTICLE VIII  
NONCONFORMING MOBILE/MANUFACTURED HOMES  
AND MOBILE/MANUFACTURED HOME PARKS**

1. Any mobile/manufactured home or mobile/manufactured home park legally existing prior to the effective date of these regulations and not conforming to the requirements of these regulations shall be regarded as nonconforming.
2. Any nonconforming mobile/manufactured home or mobile/manufactured home park in existence of the effective date of these regulations may be continued.
3. Nothing in these regulations shall require a change in the plans or construction of mobile/manufactured home legally installed or mobile/manufactured home park on which actual foundation construction was begun and approved in writing by the Town Board prior to the adoption of these regulations.
4. If any such nonconforming mobile/manufactured home or mobile/manufactured home park is enlarged, altered, extended, reconstructed, replaced, or relocated all provisions of these regulations will become effective.
5. A nonconforming mobile/manufactured home park discontinued for a period of more than one (1) year shall not thereafter be permitted.

**ARTICLE IX  
WAIVERS**

When necessary hardships or practical difficulties make strict compliance with any requirement of these regulations unreasonable or impossible, a written appeal for a waiver may be taken to the Taylor Planning Board. (Board of Appeals?) After reviewing the appeal, the Planning Board shall act in strict compliance with established case law, the Town Law, and may vary or modify the provisions of these regulations only as minimally as may be necessary upon the required showings and facts as presented. In some cases, they may forward the appeal to the Taylor Town Board for their review and recommendations.



**ARTICLE X  
VIOLATIONS AND PENALTIES**

Any person, firm, or corporation violating any provision of these regulations shall be guilty of an offense against the law. A violation of these regulations is an offense punishable by a fine, as shown in the Penalties and Violations Schedule. Each day's continued breach shall constitute a separate additional penalty. In addition, the Town Board shall have such other remedies as are provided by law to enforce the provisions of these regulations. This may include the forced removal of conditions or of mobile/manufactured homes prohibited by these regulations. The expense of such removal shall be an expense chargeable, in addition to the previously stated penalties, to the offender and may be recovered in a Civil Court of appropriate jurisdiction.

**ARTICLE XI  
STOP WORK ORDER**

Whenever the Code Enforcement Officer has reasonable grounds to believe that work on any building or structure is being done in violation of the provisions of these regulations or in an unsafe and dangerous manner, the owner of the property shall be notified to suspend all work. Such stop work order and notice shall state in writing the conditions under which the work may be resumed, and may be served upon and owner either by delivering it to the owner personally or by posting he same upon a conspicuous portion of the structure under construction and sending a copy of the same to the owner by registered mail.

**ARTICLE XII  
AMENDMENT OF THESE REGULATIONS**

Amendment Procedures: The Town Board may, from time to time on its own motion or by recommendation or a petition from the Planning Board, change, modify, or repeal the regulations and provisions of these regulations following a public hearing.

**ARTICLE XIII  
VALIDITY**

If any article, section, paragraph, subdivision or provision of these regulations shall be invalid, such invalidity shall apply only to the article, section, paragraph, subdivision or provision adjudged invalid. The rest of these regulations shall remain valid and effective. In a case of a conflict with the International Building Code, the New York State Environmental Quality Review Act, and/or the Sanitary Code of the Cortland County Department of Health, in reference to mobile/manufactured homes or mobile/manufactured home parks, the most restrictive, or that imposing the higher standards, shall prevail. These regulations shall not in any way be construed to supersede or revoke any provision of town ordinances or laws or their successors except in the case of a section pertaining expressly to mobile/manufactured homes or mobile/manufactured home parks. In case of a conflict in reference to an individual mobile/manufactured home or mobile/manufactured home park, the most restrictive, or that imposing the higher standards, shall prevail.

**ARTICLE XIV**  
**EFFECTIVE**  
**DATE**

These regulations shall take effect 20 days after enactment and publication and posting as required by the Town Law of the State of New York. These regulations are adopted by resolution of the Town Board of the Town of Taylor, Cortland County, New York, on the

Dated:

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed: \_\_\_\_\_  
Jaymie Closson  
Town clerk

These regulations were amended by action of the Town Board of the Town of Taylor, Cortland County, New York, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as indicated in certain parts of the Taylor Mobile/Manufactured Home Regulations.

**APPENDIX A-1  
APPLICATION PROCESS**

“BUILDING PERMITS SHALL BE REQUIRED FOR ANY WORK WHICH MUST CONFORM WITH THE UNIFORM CODE.” 19 NYCRR, PART 44

1. **APPLICANT MUST:** Obtain a Building Application from the Taylor Town Clerk.
  - a. Applicant must be the property owner of record, or provide a notarized affidavit from property owner authorizing the issuance of a Building Permit.
2. **APPLICANT MUST SUBMIT:**
  - a. Proof of property ownership or authorization of such.
  - b. Perk Test for septic system from Cortland County Board of Health.
  - c. Well permit for water supply from Cortland County Board of Health.
  - d. A Site Plan showing lot size, building size, distance to boundary lines, roads, streets, and any existing structures located on lot, and type of construction materials used therein.
  - e. Blueprints or Floor Plans.
  - f. Manufacturer, Model, and Serial Number of Mobile/Manufactured Home.
  - g. Name of Builder, Excavator, and Electrician, and others involved in the placement, construction, of usage of said structure.
  - h. Subdivision Plat with approval stamped and signed by the Taylor Planning Board for a previously filed or an unfiled subdivision. A Plat must be submitted to the Planning Board for approval before a Building Permit may be issued.
3. **APPLICANT RETURNS COMPLETED APPLICATION** along with all required information to the Town Clerk. Application fee may be paid at that time, but shall be paid prior to receiving the Building Permit. Checks should be made out to the Town of Taylor. Clerk then forwards the application to the Code Enforcement Officer.
4. **CODE ENFORCEMENT OFFICER** reviews the application. It shall be in accordance with state and local laws, ordinances, and regulations. The CEO may consult with local and county official if needed. He will notify the applicant if and why it is denied.
5. **IF APPLICATION IS APPROVED**, CEO will issue a Building Permit containing an established schedule of inspections. Applicant shall notify Building Inspector (CEO) at each specified phase of construction requiring an inspection.
6. **ONCE CONSTRUCTION IS COMPLETED**, the applicant shall call the Building Inspector for a final inspection. After his inspection and if he has received proof of final electrical and septic inspections, or any other agency approval as may be required, he shall issue a Certificate of Occupancy or of Compliance, whichever is applicable.

**Electrical, water supply, and/or septic inspection fees are not included in the local building permit fee. Note that a permit to construct a septic system or installation and inspection of same or an installed and/or inspected electrical installation does NOT constitute a “Building Permit” as required herein.**

