



August 4, 2023

SUBJECT: PLOT PLANS – LOT OR HOME ALTERATIONS

Please read all instructions and include the following information on the enclosed Plot Plan:

- Dimensions of your home, Length and width, draw location of: Existing stairs, decks, driveway, awnings, overhangs, sheds and other structures, proposed stairs, decks, driveway, awnings, overhangs, sheds and other structures as well as location of utilities – Water, Gas and Electric meters.

Upon receipt of a Resident's Plot Plan, the Manager will have the lot measured and review your planned changes to the lot. We will confirm the changes will conform to California State rules and regulations per Title 25 of Housing and Community Development.

The occupied area of a lot consisting of the unit, all accessory buildings, awnings, stairways, ramps, storage cabinets, **shall not exceed 75% of the lot area** (California Title 25 §1110). Each lot may have one (1) "shed" of 100 square feet, or two (2) "sheds" not exceeding 100 square feet combined, setbacks must be maintained.

All work completed on lot must look professional and conform to licensed/bonded/insured "contractor standards."

Before any digging, the area (to be dug), must be marked, and 811 must be notified to look for and identify any utilities, including gas, electric, water, cable and fiber optic lines.

It is the Resident Homeowner's responsibility to contact the City of Daly City Building Department to obtain all required permits and provide copies to The Franciscan office.

The Manager has ten (10) working days to approve, or deny, or make recommendations for acceptance. You may mail or drop off in person at The Franciscan office through the mail slot in the door.

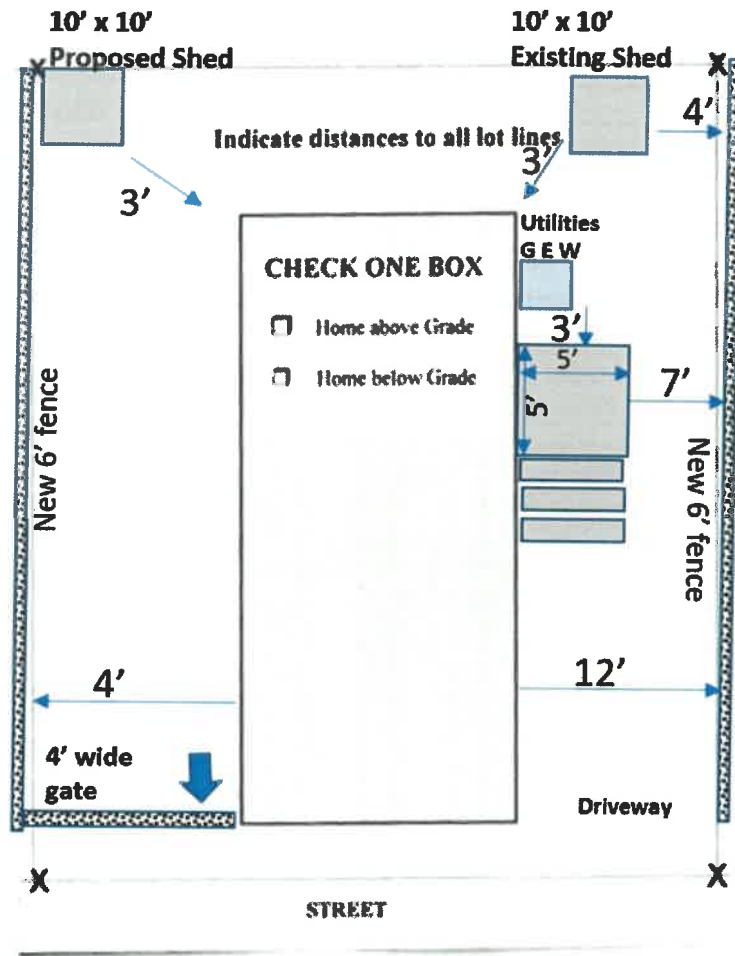
DO NOT BEGIN WORK until you have the approved Plot Plan in hand and have completed the above requirements, including but not limited to, obtaining all necessary permits and locating of underground utilities.

We have also included information on State of California Manufactured Home Alterations and Permit Guidelines for any work being done on the inside of the home. Again, it is the homeowner's responsibility to ensure all permits are obtained by the proper agencies.

700 Hoffman Street, Daly City, CA 94014 – Office 650-755-3483 – Fax: 650-755-9682

We hope this information is helpful. Please contact the appropriate agencies, above, for further requirements.

This is just a SAMPLE Plot Plan. Be sure to identify all structures and note distance between all structures and identify "existing" and "proposed" changes and materials used (i.e., wood, metal composite, etc.) Maximum shed size is 10'x10'.



Please note: **ANY WORK COMPLETED WITHOUT AN APPROVED PLOT PLAN WILL BE A VIOLATION OF YOUR LEASE AND WILL BE REQUIRED TO BE REMOVED AT HOMEOWNER'S EXPENSE.**

Best regards,

Kyndra Graves
Community Manager
The Franciscan Park

Enclosures The Franciscan Plot Plan

Lot Plot Plan Instructions

DRAINAGE AND GRADING

- Each mobilehome lot or site shall be graded to insure that water cannot accumulate beneath the unit.
- Final grading must be complete prior to final approval.

IMPORTANT INFORMATION

- Within mobilehome parks constructed on or after 9/15/61, minimum distances from a manufactured home/mobilehome to:
 1. A permanent building shall be 10 (ten) feet, measured from the eaves:
 2. Another manufactured home/mobilehome, installed, including eaves,
 - a. Side to side 10 (ten feet)
 - b. Side to rear or side to front 8 (eight) feet
 - c. Rear to front or rear to rear 6 (six) feet
- Within mobilehome parks constructed prior to 9/15/61, (verification required) a 6 (six) foot separation to any permanent building or another manufactured home/mobilehome is required.
- Manufactured home/mobilehomes or accessory structures shall not be located:
 1. Over underground gas piping, unless the gas piping is installed in gas tight sleeves (open awnings and carports excluded).
 2. Over main sewer line clean outs.
 3. Within 5 (five) feet of a septic tank.
 4. Within 8 (eight) feet of sewage disposal (leach) fields.
 5. Under overhead insulated electrical conductors, unless 8 (eight) feet of clearance is provided.
 6. So as to restrict access to park electrical equipment, indicate clearances.
 7. Over lot gas risers or meters.
- Additionally, accessory structures shall not be located:
 1. As to restrict access or ventilation of the lot gas risers or meters.
 2. So as to block:
 - a. Required light or ventilation in the manufactured home/mobilehome.
 - b. Required egress windows or exit doors in the manufactured home/mobilehome.
 - c. Access to the manufactured home/mobilehome's fixed appliances.
- All combustible construction, including manufactured homes/mobilehomes, eaves, storage cabinets (sheds), awning posts, decks, etc., must be at least 3 (three) feet from the lot lines (except a lot line bordering a roadway). NOTE: Metal storage cabinets (sheds) with no combustible framing (walls/roof) may be placed up to a lot line, provided there is 3 feet clearance from any structure on the adjacent lot.
- The locations of proposed units or accessory buildings or structures in relation to liquefied petroleum gas (LPG) tanks shall be in accordance with Title 25, section 1211 or 2211.
- A Flood Plain Ordinance Compliance Certificate (HCD Form 547) is required for manufactured home installations where the local government agency has adopted a Flood Plain Management Program.
- For manufactured home/mobilehome installation inspections and accessory buildings or structures that enclose an exit, **ALL** exterior doorways shall be provided with a means of egress (stairway, ramp, etc.) complying with the California Building Code at the time of the home installation inspection.
- The total occupied area of a lot may not exceed 75% of the lot area, including but not limited to the unit, awnings, carports, storage cabinets, storage buildings, porches, stairways and ramps. Driveways, walkways, slabs and similar flat work are not subject to this limitation.
- Plot plans and permits are not required for storage cabinets (sheds), provided the total floor area of all storage cabinets on a lot, do not exceed 120 square feet. Storage cabinets exceeding these limits are storage buildings and require a permit and must be constructed as permanent buildings.
- A School Impact Fee Certification (HCD Form 502) may be required for new manufactured home/mobilehome installations on new lots (constructed on or after September 1, 1985).

THIS FORM IS NOT A PERMIT

YOU NEED TO SUBMIT THIS TO DALY CITY BUILDING DEPARTMENT AND OBTAIN ALL REQUIRED PERMITS PRIOR TO STARTING WORK.

0-2-2020

LOT PLOT PLAN AND PARK INFORMATION

A) Park Name _____
 Homeowner Name _____
 Homeowner Address _____ Sp# _____
 City _____ Zip _____

B) Design Information:
 Home Amperage: _____ Pedestal Amperage: _____
 Home Voltage: _____ Pedestal Voltage: _____
 Home Roof Load: _____ PSF PSF
 Roof Load for locality: _____ PSF

C) Is the park located in a snow area requiring 30 lb or greater roof loading? YES NO

D) The lot line corners at the front and rear are clearly and permanently marked pursuant to Title 25 of the California Code of Regulations, Sections 1104 or 2104 in the following manner: _____

NOTE: Each lot line corner shall be clearly and permanently marked prior to installation and inspection.

STATEMENT OF RESPONSIBILITY (ORIGINAL SIGNATURE REQUIRED)

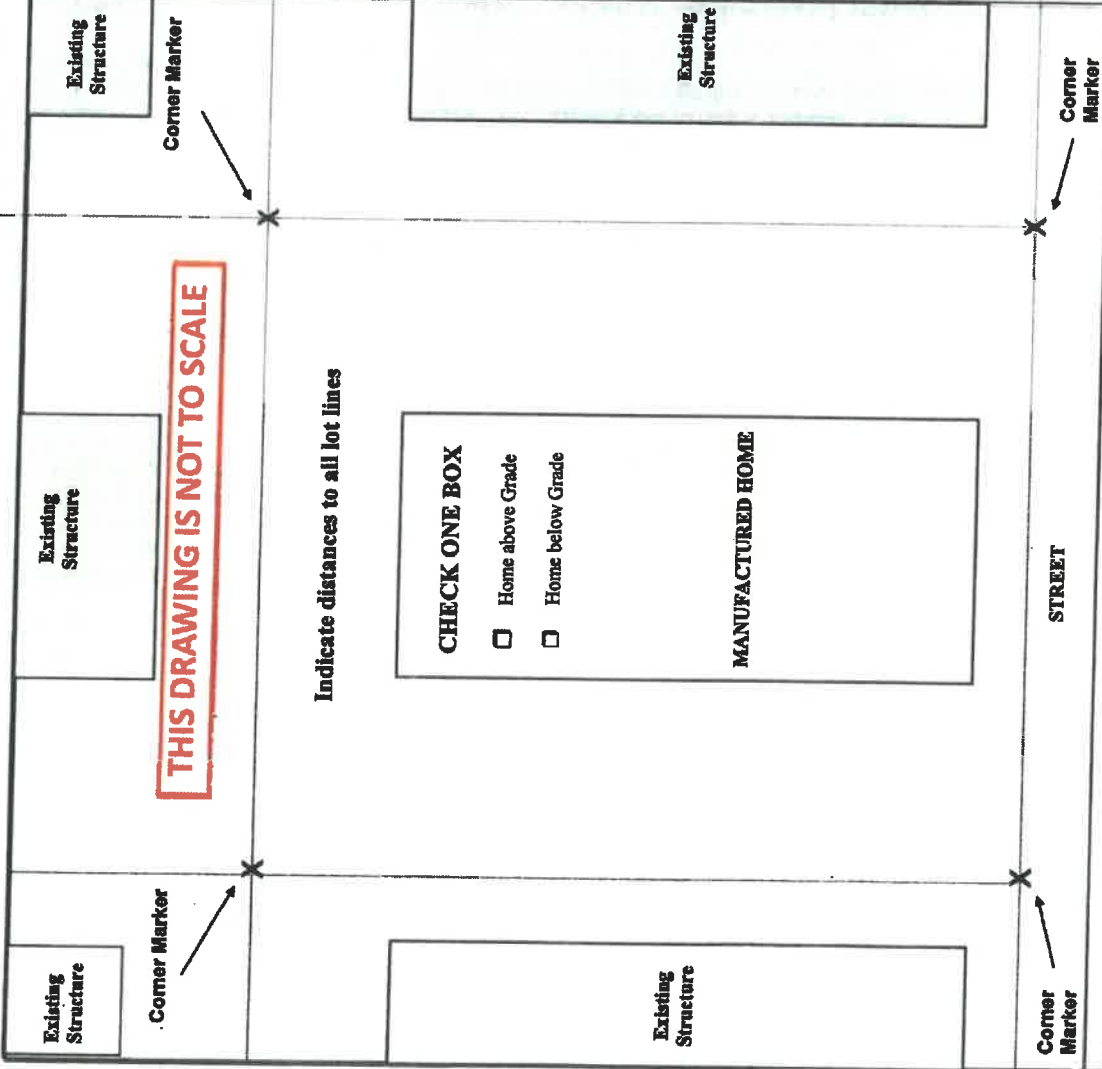
As the park owner or operator, or as his or her authorized representative, I hereby certify that the information provided on this plot plan relative to the location of the manufactured home, all related accessory structure locations and separations and the park and homeowner information is true, accurate and complete. Lot corners have been identified as in item D above.

Signature of Park Owner, Operator, or Manager
 State of California
 Department of Housing and Community Development
 Division of Codes and Standards



Northern Area Office
 9342 Tech Center Drive, Suite 550
 Sacramento, CA 95826

Southern Area Office
 3737 Main St. Ste 400
 Riverside, CA 92501



- Width and length of lot: _____ x _____
- Width and length of home _____ x _____
1. Draw any proposed structure(s) and existing structures on the diagram above at the approximate location and identify the type of structures (e.g. deck, awning, etc). Indicate the distance from the lot line to the proposed structure. Also indicate the length and width of the structure.
 2. Indicate the exact distances from structures on adjacent lots if located within 10 (ten) feet of your lot line.
 3. Enter length & width of the manufactured home (including eaves) and length & width of lot.
 4. No vegetation is allowed under the manufactured home or habitable accessory structure. Lot must be properly graded to ensure that water cannot accumulate beneath the manufactured home.