



New Garden Township

Building and Zoning Office

MOBILE HOME PARK REGISTRATION

Please complete the entire application and return to the township building by mail, 299 Starr RD Landenberg PA 19350 or drop off in person. In addition, the required non-refundable annual registration fee of \$___ and \$ ___ for each additional dwelling unit. See current fee schedule.

Date: _____ Property ID Tax # 60-_____

Street Address of Mobile Park: _____

City: _____ State: _____ Zip Code: _____

Operator/Property Owner Name: _____

Operator/Property Owner Street Address: _____

City: _____ State: _____ Zip code: _____

Phone #: _____ Email: _____

Do you have a license to operate from the Chester County Health Department? YES / NO

Issuing ID #: _____ Expiration Date: _____

No. of Units on Parcel: _____ No. of Units Occupied: _____

No. of Units Vacant: _____

I, _____ certify that this application is correct, and I apply for a permit to operate the unit(s) listed above.

You, as the operator of this mobile park, certify that you have complied with the requirements of this application. A mobile park permit will not be issued if the entire application is not completed.

(Property Owner Signature)

*Units may be subject to inspection. Operator is required to keep a register of all occupants with; the lot number of the mobile home, the names of all persons living in such mobile home, the date of arrival of all mobile homes and the departure date of all mobile homes that have been moved. Register subject to inspection. *

FOR TOWNSHIP USE ONLY

Permit #: _____ Total Fee (\$): _____ Date Paid: _____



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MOBILE PARK REGISTRATION FOR NEW GARDEN TOWNSHIP

Any properties that fall under the definition of mobile home parks in the township are required to be registered by the operator, property owner or the property management company of the mobile home park. This falls under New Garden Township's Ordinance CH. 170-53. Annual Approval of Mobile Home Parks. This is done in order to ensure the safety, sanitary housing and to protect the welfare of the township residents by protecting the property and to avoid the creation and/or maintenance of nuisance properties.

"Mobile Home Parks" refers a parcel or contiguous parcels of land which has been designated and improved that contains two or more mobile home lots for the placement thereon of mobile homes.

PROCEDURE(S):

- Applicant(s) will complete the required paperwork (found on our website) and return it via postal mail or in person at the township building with payment. (299 Starr RD Landenberg PA 19350)
- Once the application is received it will be processed and the applicant may need to be contacted for an inspection.
- All applicants must have a register that shall be kept open for inspection to any official of the township which shall include the following: the lot number of the mobile home, the names of all person(s) living in such mobile homes, the date of arrival of all mobile homes and the date of departure of all mobile homes that have been moved.
- Inspections may occur and during this time someone from the property MUST be present.
- The owner will be notified if there are any issues or non-compliance item(s) that need to be addressed and given a set amount of time to fix it. Re-inspections will be scheduled if needed.

Please fill out the Mobile Park Registration form for each applicable parcel and return it with the annual non-refundable fee and the non-refundable fee for each additional dwelling unit.

Checks should be made out to New Garden Township or cash can be mailed to 299 Starr Rd Landenberg PA 19350 or dropped off in person at the office.

Any additional questions please refer to CH 170. Subdivision and Land Development or contact the codes enforcement office at 610-268-2915 or codes@newgarden.org