



8040 S. 6th Street
Oak Creek, WI 53154
(414) 766-7000

CITY OF OAK CREEK

APPLICATION FOR LICENSE TO OPERATE A MOBILE HOME (OR AUTOMOBILE) TRAILER PARK

Fees: \$100 for each 50 spaces or fraction thereof

CALENDAR YEAR: January 1 – December 31, 20 _____

**To the Common Council of the City of Oak Creek
Milwaukee County, Wisconsin**

1. Name of Applicant: _____
(individual, partnership, or corporation)

2. Mailing address: _____

3. Business phone: _____ Contact email: _____

4. Name of premises owner / manager: _____

5. Mailing address: _____

6. Phone: _____

7. Address and legal description of park: _____

8. Number of mobile home sites: _____

9. Number of recreational vehicle sites: _____

Total: _____ \$100 for each 50 spaces or fraction thereof

10. Bond amount: _____

11. Bonding company: _____

12. A site grading and drainage plan of the mobile home park prepared by a registered professional engineer, registered surveyor or registered architect, and certified by him/her as such, must accompany this application. The plan shall be drafted to a scale of one-inch to 100 feet (or larger) and shall include the following information:

- a. Exterior boundaries of property.
- b. Location of **all** parking lots, drives and other proposed hard surfaced areas.
- c. Details for adjoining streets (i.e. centerline, existing pavement, roadside ditches, and pertinent elevations for same).
- d. Existing storm sewers and channels adjacent to site, with invert elevations at manholes, inlets, etc.
- e. Existing elevations of all property corners and points of significant grade change.

- f. Location, size and invert elevations of site storm sewer. The grades of the property shall be set in such manner than all interior site drainage shall be intercepted by the site storm sewer.
- g. Proposed site grades for all interior streets, parking lots and other significant points.
- h. Proposed routing of site surface drainage.
- i. Location for the proposed sanitary sewer and water main.
- j. A scale drawing of the mobile home park, prepared by a registered professional engineer, registered surveyor or registered architect, and certified by him/her as such, must accompany this application. The drawing shall include the following information:
 - 1. Accurate dimensions of the park in feet.
 - 2. All roads and approaches and the methods of ingress and egress from and dimensions and locations of public highways.
 - 3. Complete electric service distribution design and location of poles, wire service outlets and lighting facilities.
 - 4. A complete layout of lots and the number of square feet therein, together with the dimensions thereof. Each space shall bear a number in accordance with a numbering system prescribed by the City Assessor.
 - 5. The location of electric power distribution systems, water mains or wells for water supply outlets for domestic water users, location of sanitary facilities, washrooms, garbage disposal units, incinerators, sanitary sewers, sewer drain lines and any other building or structure contemplated to be used by the applicant in connection with said business and as approved as part of the planned development regulations adopted for the park.

My signature hereunder acknowledges receipt of the City’s ordinance governing mobile home parks.

Printed Applicant Name

Signature of Applicant

Date Filed with Clerk: _____

Approved / Denied (circle one)

License Number: _____

Mobile Home Park License

Licensing Year: Calendar Year
Municipal Code Section 7.100 – 7.107

To apply for a mobile home park license, applicant must:

- Complete application, including signature
- Pay license fee

New or proposed Mobile Home Park's will need to provide a grading and drainage plan of their park, prepared and certified by a Registered Professional Engineer, Registered Surveyor or Registered Architect.

Submit application and fee to the City Clerk's office