



Mobile Home/ Campground Project Application & Procedures

Partner: _____ Date: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Site Address: _____

Any improvement constructed on a partner's mobile home or campground lot requires prior approval of the Board of Directors, and where applicable, Albany County Planning Office. All requirements detailed in the following documents must be met:

- Flying X Ranch Rules and Regulations.
- Mobile Home / Campground Project Application & Procedures.
- Albany County Mobile Home Park & Campground Regulations.

Projects undertaken during winter months may experience delays and additional costs due to extreme weather. Applications received after November 1st will not come before the board until the January meeting.

The Albany County Planning Office requires 14 days to review and prepare a recommendation. The Albany County Board of County Commissioners meets to consider zoning certificate applications on the first and third Tuesday of each month.

I hereby acknowledge that I have read and agree to abide by FXR procedures and housing rules. I understand that should an Albany County Zoning Certificate be required, management as landowner representative must sign the Albany County Zoning Certificate Application.

I certify to the best of my knowledge, that all information submitted in this application is true and correct.

X _____

Applicants Signature



Mobile Home / Campground Project Application & Procedures:

1. By the 1st of the month, Office Administrator receives and date stamps Ranch Project Application.
2. By the 2nd, Office Administrator:
 - E-mails entire application to Housing Advisory Committee (HAC) and Management.
 - Advises immediate neighbors of the application.
 - E-mails application minus cover and procedure page to the Webmaster for website posting.
 - Posts application minus cover and procedure pages on the ranch bulletin board.
3. Partners may express application concerns to HAC or board at any time.
4. HAC or management visits staked site for evaluation.
5. By the 10th, HAC reviews the application. HAC contacts applicant, if warranted.
6. By the 12th, applicant remedies HAC concerns, if warranted.
7. By the 13th, HAC submits application with recommendation to the board.
8. At the monthly board meeting, application is considered. Applicant's name, project and board's decision are recorded in the minutes.
9. By the 25th, the Office Administrator:
 - Stamps original application approved or denied.
 - Files application in lot address file.
 - Notifies applicant of the board's decision.
10. Upon board approval, applicants requiring an Albany County Zoning Certificate:
 - Submit county application to the ranch office.
 - Submit a check written to Albany County for the fee to the ranch office.
11. If an Albany County Zoning Certificate is required, Office Administrator:
 - Secures landowner authorization signature on county application.
 - Files copy of county application in lot address file.
 - Submits original application with applicant's check to Albany County Planning Office.
12. Before construction begins, applicant provides a copy of the county issued Zoning Certificate to the ranch office.
13. Office Administrator places copy of Zoning Certificate in lot address file.
14. Modifications to original application must be submitted to HAC and approved by the board, and county if warranted, prior to further construction.
15. Applicant notifies ranch management of project completion for final inspection.
16. Ranch management and HAC perform final inspection.
 - If passed; management stamps, dates and signs project application.
 - If failed; referred to board by management.



Applicants Name _____ Project Address _____ Date _____

Description of the Proposed Lot Project:

Describe your proposed lot project

Map to Mobile Home/Campground Park Lot:

Sketch map showing your Mobil home / Campground lot location



Applicants Name _____ Project Address _____ Date _____

Plan View of Proposed Lot Project

Provide a plan view sketch of your lot project. Indicate location of lot lines, mobile home or camping unit and existing structures. Include dimensions for your project and indicate setbacks from lot lines and separation from existing structures.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a plan view sketch of their lot project.



Applicants Name _____ Project Address _____ Date _____

Elevation View of Proposed Lot Project

Provide an elevation view sketch of your lot project. Include dimensions and indicate overall height of the structure.

Construction Materials/Color

Describe type and color of construction materials used in your lot project.

Roof
Siding
Flooring/Decking
Other