



**APPENDIX/SAATS MANUAL: EXHIBIT B**  
**ECTOR COUNTY, TEXAS – MANUFACTURED HOME RENTAL**  
**COMMUNITY (MHRC) APPLICATION FORM**

DATE: \_\_\_\_\_ COMMISSIONER PRECINCT: \_\_\_\_\_

PROPOSED MHRC: \_\_\_\_\_

TRACT SIZE AND LOCATION: \_\_\_\_\_

TOTAL NUMBER OF LOTS, PARKS OR SPACES: \_\_\_\_\_

NAME OF NEAREST PUBLIC ROAD(S): \_\_\_\_\_

CHECK ALL THAT APPLY:

- |                                      |                                      |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> WATER WELL  | <input type="checkbox"/> OTHER _____ |
| <input type="checkbox"/> NATURAL GAS | <input type="checkbox"/> OTHER _____ |

**OWNER/APPLICANT:** \_\_\_\_\_ **ENGINEER:** \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

**SURVEYOR:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

1. Regarding a proposed MHRC, the following documents are required to be submitted to Ector County (“County”) for review at the time of the MHRC Application (“Application”): all documents required for MHRC by the active Subdivision and Manufactured Home Rental Community Regulations for Ector County, Texas (“Regulations”), the contents of which are incorporated by reference, said documents being described in the attached **Documents List for MHRC Application**. Please attach all required documents to this Application and add additional sheets, if necessary.
2. You must timely submit this Application and all required documentation to the following public office as described in the regulations: Director of Planning and Development Department for Ector County, 1010 E. 8<sup>th</sup> Street Suite #114, Odessa, Texas, 79761.

3. Will the Developer seek a variance from the Commissioner's Court?  
 Yes  No. If Yes, identify and describe all issues to support the variance requested pursuant to the Regulations and attach all supporting documents to this Application, including an estimate of the cost of items requested, if any.

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4. Will any land, improvements, roads, streets, utility or transportation infrastructure, or facilities be dedicated to public use?  
 Yes  No. If Yes, identify them and attach all reports, plans, drawings, and specifications related to those dedicated improvements, infrastructure, or facilities. Proof of ownership of any off-site dedications or easements associated with the plat are required.

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5. Will the MHRC require a permit or other approval by another government or private entity?  
 Yes  No. If Yes, identify all such entities and attach copies of any active permits obtained from those entities for the proposed development:

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6. Is the proposed development located in an area of special flood hazard or floodway described by federal or state data sources, including a FEMA floodplain map?  
 Yes  No. If Yes, identify all areas of special flood hazard or floodways in which all or part of the proposed development is located and provide elevation certificate:

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7. Will the MHRC be served by private water (including groundwater or surface water) facilities or wastewater (including septic or OSSF) facilities?  
 Yes  No. If Yes, identify them and attach all reports, plans, drawings, and specifications related to those improvements, infrastructure, or facilities:

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8. Will the MHRC be served by a public water or sewer system?

Yes  No. If Yes, identify the public service suppliers and attach all reports, plans, drawings, and specifications related to those improvements, infrastructure, or facilities.

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9. Have you paid all permit fees required by the County or other government of private entity for the proposed development?

Yes  No. If No, please explain why you have not done so:

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10. Does a delinquent tax liability or tax lien exist on the real property being subdivided?

Yes  No. If Yes, please identify those matters and attach documents from the appropriate governmental taxing entity describing the tax delinquency or lien:

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If NO, attach a Tax Certificate from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed development.

11. Please note the following:

(a) Pursuant to the definition of a “Manufactured Home” in § 2.1(C)(21) of the Regulations, please identify with specificity the number, type, and construction characteristics of the manufactured homes to be placed in the proposed MHRC development site:

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(b) Pursuant to the definition of a “Manufactured Home Rental Community” in § 2.1 (C)(22) of the Regulations, please identify:

i. the contract terms of the lease or rental agreements proposed for the MHRC development site, and attach a blank copy of such an agreement, if available:

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ii. whether a rental or lease agreement with a contract term of more than 60-months, or a purchase option contract of any length, will be used to support an occupancy agreement for a lot, space, or divided part in the MHRC development site: \_\_\_\_\_

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\_\_\_\_\_ ; and

- iii. whether fee simple or other title to a lot, space, or other divided part in the MHRC development site will be sold, granted, or conveyed by deed, contract for deed, or other executory contract to a willing buyer, donee, or other grantee:

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**I, THE OWNER/APPLICANT NAMED BELOW, CERTIFY THE FOLLOWING:**

I have read the active Subdivision and Planning and Development Regulations for Ector County, Texas. All documents required by the regulations have been prepared by me or on my behalf and are attached to this application, including full payment to the County, by cashier's check or money order, for all required fees.

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**Owner/Applicant Signature**

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Receipt by County**

Received By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Ector County, Texas

Date: \_\_\_\_\_

**DOCUMENT LIST FOR MHRC APPLICATION**

The following documents shall be submitted with the MHRC Application Form, as required by the Regulations:

- (a) \_\_\_\_\_ a complete and executed MHRC Application in compliance with the Regulations, with all required documents and payment of fees;
- (b) \_\_\_\_\_ a proposed infrastructure development plan ("Plan") as described by the Regulations, which is fully executed, certified, and acknowledged by the proper parties (including the Developer and its engineer and surveyor) designated in the Regulations – but excluding from compliance at MHRC Application submission the following matters (i) the signatures, acknowledgements, and/or certifications of the County's representatives, and (ii) the filing or recordation of the Plan;

- (c) \_\_\_\_\_ a proposed Plan and all supporting documents describing and demonstrating compliance with the drainage, water, and wastewater requirements of the Regulations, including without limitation providing accurate descriptions and specifications regarding: (i) adequate drainage for the MHRC, including all streets or roads therein, in accordance with standard engineering practices; (ii) necessary drainage culverts and other drainage facilities for the MHRC; (iii) areas of the MHRC located in the floodplain; (iv) the provision of an adequate public or community water supply to the MHRC; in accordance with minimum state standards and the Regulations; (v) the location of all facilities and supply lines for said water supply in accordance with the Subchapter C, Chapter 341 of the Texas Health and Safety Code; (vi) compliance with the active regulations of Water District, if any, with territorial jurisdiction regarding all or part of the proposed MHRC development site if groundwater is the source of water for the MHRC; (vii) the provision of access of the MHRC to sanitary sewer or septic facilities and lines, in accordance with minimum state standards – and including (1) providing and identifying the location of all sanitary sewer facilities and lines and (2) providing and identifying adequate OSSF sewage facilities and line in accordance with Chapter 366 of the Texas Health and Safety Code; and (viii) compliance with the road, driveway, and road access requirements of the Regulations.
- (d) \_\_\_\_\_ a proposed Plan and all supporting documents describing and demonstrating compliance with all land survey requirements of the Regulations, including: (i) an accurate description of the proposed MHRC boundaries, and any significant features located therein; (ii) the proposed location of all spaces, lots, or other parts of the MHRC; (iii) the proposed or existing utility, road, and drainage easements; and (iv) the dedications of easements and right-of-ways, if any;
- (e) \_\_\_\_\_ a proposed Plan and all supporting documents describing and demonstrating compliance with the road requirements of the Regulations, including without limitation providing accurate descriptions and specifications regarding all roads to be located in the MHRC, with said roads to be constructed in compliance with the road and street standards and requirements described in these regulations for subdivisions;
- (f) \_\_\_\_\_ a proposed Plan and all supporting documents describing and demonstrating compliance with all applicable requirements of: (i) the Regulations; (ii) state and federal law; (iii) the County’s active floodplain management, sewer, drainage, septic, or OSSF regulations;
- (g) \_\_\_\_\_ a proposed Plan and all supporting documents describing and demonstrating the Developer’s knowledge of, and expressed intent to comply with the specific restrictions described in the Regulations regarding the prohibited: (i) construction and/or occupancy of the MHRC prior to issuance by the County of the MHRC compliance certificate; and (ii) provision of utility services to the MHRC subject to an infrastructure development plan, or to a manufactured home in the MHRC, unless the owner provides the utility with a copy of the MHRC compliance certificate issued by the County;
- (h) \_\_\_\_\_ a tax certificate or other sufficient documentation from the appropriate governmental taxing entities showing that no tax delinquency exists on the real property made the subject of the proposed MHRC development;
- (i) \_\_\_\_\_ documents showing payment of all required fees; and
- (j) \_\_\_\_\_ documents supporting your answers to Items (1) through (11) above.