

**RESIDENT REQUEST FOR INSTALLATION OF A NEW HOME, SPACE IMPROVEMENT,
ADDITIONS, ALTERATIONS, OR MAJOR LANDSCAPING FORM**

1. Notify the Office before doing any digging to ensure that buried utility lines are not disturbed.
2. **Fences:** Many partners have expressed a desire to keep the park's open and natural vegetation feeling, and not seem to be a walled-in community.
 - a. **No fence may exceed 6' high.**
 - b. No fences under carport.
3. Utilities **CAN NOT** be covered.
4. Gutters and down spouts must be directed to the street.
5. Exterior painting must be approved by the Park, including color and scheme between appurtenances and main house. Balance, harmony and conformity will be considered.
6. **Front setback or any side yard visible from the street** must be landscaped with a combination of live plants in ground or pots. **A landscape plan for front setback and side areas (all areas visible from the street) must be submitted before work commences.** The Management Committee will monitor progress.
 - a. All visible dirt must be covered with appropriate **natural color** landscape stone/etc., mulch/groundcover, and/or walkways.
7. **Watering:** Follow Soquel Creek Water District watering guidelines. Current guidelines allow watering with minimal control via drip sprinkler systems with submerged emitters and are recommended for new or renovated installations.
8. Trellises may be 6' high or less and are to be covered only with live plants in ground or in hanging pots. Gateway arbors are permitted but may not exceed 8' in height.
9. All mobile/manufactured home sites (lots) should be landscaped and properly maintained. Trees and shrubs shall not be permitted to grow unchecked so as to create a hazard, obstruct the normal view or extend beyond any site (lot) line extending into a neighbor's yard. Plantings near the lot lines may not obstruct a neighbor's view of the street when exiting driveway.
10. **During construction of a new home or any type of remodeling, keep the use of WATER to a very minimum. (SEE ATTACHED WATER GUIDELINES) If water is observed running down the middle of the street being wasted, a fine of \$1.00-\$2.00 per linear foot will**

be levied against the owner of the space. If this involves the installation of a new mobile home, this fine can be deducted from the \$5,000.00 damage security deposit.

- 11. Water use form (attached) is to be signed by both home owner and worker and returned to office prior to starting work.**
- 12. No Bamboo plants.**
- 13. Fireplaces must have chimney roof pipe vent enclosures.**
- 14. Outside fire pits must meet State/County and Fire Department permits and regulations.**
- 15. Utilities CAN NOT be covered.**
- 16. State permits signed by the Park, park will need the permit number assigned by the state before work can begin and a copy of completion signed the state inspector.**
- 17. All workers will limit the activities within the Park to the hours between 8:00 AM and sunset, Monday through Friday. You MUST request for any work on Saturday from Park manager. The streets and working area must be kept after each day of work. No Sunday work will be allowed.**

Contractor/ Worker Guidelines

All workers will limit the activities within the Park to the hours between 8:00 AM and sunset, Monday through Friday. You **MUST** request for any work on Saturday from Park manager. **NO WORK** on Sundays.

Work needs to be done in a civil, respectful, manner without unnecessary loudness. No consumption of alcohol/illegal drugs on the job. No unnecessary run-offs of water, especially with residue such as mud or cement can be left on surfaces after the day's work has been completed.

Any waste from the job site such as gravel, dirt, mud, or cement **MUST NOT** be dumped in our dumpsters or anywhere in the front or inside our property. The streets and working area must be kept clean after each day of work.

No smoking within park boundaries.

During Covid, masks must be worn.

I am signing that I (or any workers I use on this job) understand and will abide by the guidelines listed above. Fines apply.

Contractor Signature: _____ Date: _____

I am signing that my contractor and any workers I have on my property have read this notice and understand that I may be fined if above violations occur.

Homeowner Signature: _____ Date: _____



I, the undersigned, have read and understand the Seacliff Water Guidelines and will inform and be responsible for any residents, guests, visitors, family members and any workers I may hire, of these restrictions.

SIGN and RETURN TO THE OFFICE BEFORE WORK BEGINS

We need to follow Seacliff Park Water Guidelines:

- a) NO general Water Waste
- b) Do not leave a water hose unattended, when watering
- c) NO watering between 10:00 AM and 4:00 PM
- d) NO Irrigation run-off or Overspray
- e) NO hosing down hard or paved surfaces, such as gutters or siding or roofs
- f) Always use positive shut-off hose nozzle
- g) Turn off personal irrigation systems during rain/cooler season. Always repair irrigation system & plumbing leak within 72 hours. NO irrigation during, or 48 hours after rain fall
- h) Notify any residents, guests, visitors, family members and any workers I may hire

WATER WASTE MAY RESULT IN WATER FINES If water is observed running down the middle of the street being wasted, a fine of \$1.00-\$2.00 per linear foot will be levied against the owner of the space. This fine can be deducted from the \$5,000.00 damage security deposit.

If you have any questions or concerns regarding what is allowed for water usage please do not hesitate to call the office for clarification.

Worker Signature: _____

Partner Signature: _____

Date: _____ **Number:** _____

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev. 5/14)

The matrixes below are provided as an informational summary to assist the public in determining what constitutes an alteration to a manufactured home (MH) as well as identify when a permit is, or is not, required; when plans are required; when electrical load calculations are required; and when the plans must be submitted and certified by a California licensed engineer or architect. The matrixes are divided into five classifications consisting of: Electrical, Mechanical, Plumbing, Structural, and Structural (Accessory Structure). If the type of MH alteration work to be performed is not identified in the matrixes, you should contact the nearest field operations office noted below for further assistance.

NOTE: When multiple alterations are being done to the same MH such as plumbing, electrical and structural, the alterations may be included on the same Application for Permit (HCD 415). The HCD 415 can be located on the Internet at: <http://www.hcd.ca.gov/codes/mhp/>

Northern Area Field Operations
9342 Tech Center Dr., Suite 550
Sacramento, CA 95826
(916) 255-2501

Southern Area Field Operations
3737 Main Street
Riverside, CA 92501
(951) 782-4420

ELECTRICAL				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Air Conditioning				
Install (Add) – Air Conditioning	Yes	No	*Yes	*Unless home is factory A/C ready. Refer also to Mechanical.
Replace – Air Conditioning	Yes	No	*Yes	*If A/C amperage is increased. Refer also to Mechanical.
Appliance				
Install (Add) – “Built-in” Electrical Appliance	Yes	No	Yes	
Replace – “Built-in” Electrical Appliance	Yes	No	*No	Unless amperage increase.
Ceiling Fan				
Install (Add) – Ceiling Fan	Yes	No	No	
Receptacle/Switch				
Replace – Receptacle/Switch	No	No	No	
Misc.				
Change – Electrical System (Upgrade/Downgrade)	Yes	No	Yes	
Install (Add) – Dedicated Branch Circuit	Yes	No	Yes	Furnace, Water Heater, etc.
Install (Add)/Replace – Electrical Panel	Yes	No	No	
Install (Add)/Replace – Electrical Circuit	Yes	No	*	*Load calculations may be required.
Install – Meter Base	Yes	Yes*	No	*HCD detail available.
Replace – Circuit Breaker or Fuse	No	No	No	Must be the same amperage and disconnect type.
Transition – Branch Circuits from aluminum to copper	Yes	No	No	Pigtail, receptacles and switches.

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MECHANICAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Air Conditioning / Evaporative Cooler				
Install – Air Conditioning (<i>New or Replacement</i>)	Yes	No	No	Refer also to ELECTRICAL classification.
Install – Evaporative Cooler	Yes	No	No	
Furnace / Heater / Heat Pump / Stove				
Replace – Furnace (<i>No system changes</i>)	Yes	No	No	
Replace – Furnace (<i>Any changes or outside MH</i>)	Yes	Yes	No	
Replace or Install – Heater (<i>Freestanding Gas or Oil Burning</i>)	Yes	No	No	
Replace or Install – Heat Pump	Yes	No	No	
Replace or Install – Wood or Pellet Burning Stove	Yes	No	No	
Gas Line				
Install/Add to Length/Modify – Gas Line	Yes	Yes	No	
Range, Oven, or Cooktop (Gas)				
Replace – Built-in oven, range, cooktop, or freestanding range.	Yes	No	No	Same size, location, and BTU rating with no gas line changes.
Range Hood				
Replace – Range Hood	*No	No	No	*Same size and location including venting.
Replace – Range Hood	*Yes	No	No	*Different size or location including microwave.
Water Heater				
Replace or Install – Water Heater (<i>Gas or electric</i>)	Yes	No	No	Water heaters installed outside and adjacent to the home, with connections provided from the home and placed in an approved manufactured metal cabinet will not require an Alternate Approval.

PLUMBING				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Drain, Waste and Vent				
Install/Modify – Drain, Waste and Vent (<i>DWV</i>) or Water System.	*Yes	Yes	No	*Bathtub, Dishwasher, Lavatory, Shower, Sink, Toilet, Washing Machine, etc.
Repair/Replace – DWV Tailpiece or Trap	No	No	No	
Replace – Kitchen Sink, Lavatory, or Toilet.	*No	No	No	*Provided no alteration to DWV or water system.
Replace – Mechanical Auto Vent	No	No	No	

MANUFACTURED HOME ALTERATIONS AND PERMIT GUIDELINES

HCD MH 604 (Rev.5/14)

PLUMBING (Continued)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Garbage Disposal				
Install (Add) – Garbage Disposal	Yes	No	No	
Replace – Garbage Disposal	No	No	No	
Washing Machine				
Install/Replace – Washing Machine	*No	No	No	*Permit required if water supply and/or drain line not present or altered.
Misc.				
Gas Lines				See MECHANICAL requirements.
Water Heater				See MECHANICAL requirements.

STRUCTURAL				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Chassis / Frame				
Repair – Chassis/Frame	Yes	Yes	*Yes	*An engineered plan or design is required.
Doors (Exterior)				
Replace – Door(s) with same size and type*	*Yes/No	No	No	*Alternate size or type requires permit.
Floors				
Repair – Decking	*Yes	No	No	* Required if over 4 square feet.
Repair – Joist	Yes	Yes	No	
Replace – Joist	Yes	No	No	
Roof				
"California Roof"	Yes	Yes	*Yes	*An engineered plan or design is required. HCD plan available with 30 PSF maximum.
Built-Up or Overlay	Yes	Yes	Yes*/No	*An engineered plan or design is required.
Insulated Roof System*	*Yes	Yes	No	*One inspection required.
Re-Roof* (Existing roof covering removed)	*Yes	No	No	*Two inspections required (Underlayment and final). This does not include coating metal roof with approved roof coating material.
Repair – Rafter or Truss	Yes	Yes	No	
Repair/Replace – Sheathing	Yes	No	No	
Replace – Truss	Yes	Yes	*Yes/No	*An engineered plan or design is required.

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STRUCTURAL (Continued)				
Alteration Type	Permit	Plan Review	Engineered Plans	Comments
Walls				
Modify/Remove – Bearing Wall	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Modify/Remove – Non-bearing Wall(s)	Yes	Yes	No	
Wall Covering – Exterior	Yes	Yes	*Yes/No	*An engineered plan or design is required.
Wall Covering – Interior	Yes	No	No	Maximum flame spread 200 required. (Details available for flame spread requirements)
Sidewall or Endwall Opening (New or enlarged)	Yes	Yes	*Yes/**No	*If Endwall shear is affected. **Use HCD header schedule.
Windows				
Replace – Windows (Same size/type)	*Yes/No	No	No	*Permit required when openings are enlarged or reduced; when bedroom egress window is replaced; or when structural change to window framing or header is necessary. <u>No permit required</u> when replacing single pane window with dual pane window or when installation of bay window(s) requires no additional support.

STRUCTURAL (Accessory Structure)				
Alteration Type	Permit	Plan Review	Load Calculations Required	Comments
Structure Attachment				
Attach – *Awning (Wood), Garage, or Porch	**Yes	Yes	***Yes/No	* Awning shall comply with T25, Section 1468. **MH Alteration Permit required from HCD. Awning, Garage, and Porch construction is a separate permit issued by the enforcement agency having jurisdiction. Alternate Approval from HCD may be required for attachment. ***An engineered plan or design is required.