

# AGENDA

## ZONING BOARD OF ADJUSTMENT

COUNCIL CHAMBER  
(meeting held on-line)

AUGUST 19, 2020

8:30 A.M.

1. Invocation
2. Approve the minutes of the August 5, 2020 Zoning Board of Adjustment meeting
3. DOCKET NO. 2020-05-V  
Remove from the table and open a public hearing to consider approval of the request of Raquel Salinas, owner, for a variance from Section 14-7-9(8) of the City of Odessa Zoning Ordinance to locate a mobile home (approx. 700 sf) with a two and one half feet (2.5') side yard setback instead of the six feet (6') side yard setback in a General Residential (GR) Zoning District, Lot 1, Block 21, Southside Heights (607 Roxanna)
4. DOCKET NO. 2020-07-V  
Open a public hearing to consider approval of the request of Manuel Valdez, owner, for a variance from Section 14-7-8(8) of the City of Odessa Zoning Ordinance to locate a mobile home (approx. 1100 sf) with a five feet (5') side yard setback instead of the required six feet (6') side yard setback in a Light Commercial (LC) Zoning District, Lot 7, Block 51, Original Town Addition (311 E 1<sup>st</sup> St.)
5. DOCKET NO. 2020-08-V  
Open a public hearing to consider approval of the request of Jose and Tammy Avalos owners, for a variance from Section 14-7-5 of the City of Odessa Zoning Ordinance to allow a structure (mobile home) to be located with a thirteen feet (13') front yard setback instead of a twenty feet (20') front yard setback in a General Residence (GR) Zoning District, E 75 of Lot 1 & W 44.5 of E 75 of S 30 of E 30.5 of Lot 2, & N 20 of Lot 2 & E 30.5 of N 23 of S 30 of Lot 2, Block 8, Judkins Subdivision (300 Barrow Dr.)

6. Other business

7. Adjourn

Be it said and remembered that at 8:30 a.m. on the 3<sup>rd</sup> day of June, 2020, there came on and was held a Zoning Board of Adjustment meeting in the Council Chamber, 5<sup>th</sup> Floor, 411 W. 8<sup>th</sup> St., Odessa, Texas.

Due to the COVID-19, the meeting was teleconferenced, as allowed by Governor Abbott's executive order. The Zoning Board of Adjustment was present through teleconference.

MEMBERS PRESENT: Ludie Warner, Chairperson  
Geraldo Arazate  
Brooke Harper  
Anthony Rios  
Mark Windham

MEMBERS ABSENT: Libby Campbell (Alternate)  
Rosa Valdez (Alternate)

OTHERS PRESENT: Randy Brinlee, Director of Development; Lorraine Quimiro, Planning Manager; Tim McDaniel, Planner; Cory Maxwell, Planning Tech; Robert Carroll, Senior Assistant City Attorney; and Anne Roney, Secretary.

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Chairperson Warner called the meeting to order, with Member Harper giving the Invocation.

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The minutes of the June 3, 2020 Zoning Board of Adjustment meeting were approved, motion for approval being made by Member Harper, seconded by Member Windham, with the vote being a unanimous "aye".

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DOCKET NO. 2020-04-V (approved with conditions)

Open a public hearing to consider approval of the request of Mari Willis, owner, for a variance from Section 14-7-5 of the City of Odessa Zoning Ordinance to allow a structure (carport) to be located with a twelve feet (12') front yard setback instead of a twenty-five feet (25') front yard setback in a Single Family-Three (SF-3) Zoning District, Lot 8, Block 29, Hollywood View Addition (1615 W. 20<sup>th</sup> St.)

Mr. McDaniel gave the following presentation: There were 25 notices mailed to surrounding property owners, with no notices returned, no written protests and 6 written approvals.

The property involved in this request is located at 1615 W 20<sup>th</sup> St. This site is currently zoned Single Family-Three (SF-3) and is occupied by a single-family residence. The property is surrounded by residential development.

The applicant is Mari Willis, owner, and the purpose of the request is for a variance to allow a structure (carport) to be built twelve feet (12') instead of the twenty-five feet (25') required front setback. In order to allow the structure thirteen feet (13') forward on the twenty-five feet (25') front yard setback, the applicant is requesting a variance from Section 14-7-5 of the City of Odessa Zoning Ordinance, which states:

14-7-5 FRONT YARD

In the following zoning districts the minimum required front yard shall be in accordance with the following schedule and no building or structure shall hereinafter be located, erected or altered so as to have a smaller front yard than hereinafter required, and no front yard existing at the time of passage of this ordinance shall be reduced below the minimum set forth in the following schedule except as hereinafter provided:

Single Family Residence – 3	25'	SF-3
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The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.
- C. A literal enforcement of the ordinance will result in unnecessary hardship.
- D. The spirit of the zoning ordinance is observed and substantial justice is done.

Staff analysis of this request is the applicant's request of twelve feet (12') front yard setback is reasonable and will not create any issues, hazards or any hardship to this site or surrounding properties related to light, air or open space. With this in mind, the staff does not object to the request with the condition that the structure (carport) not be enlarged or enclosed at any time.

Mr. Rios asked clarification on the size of the proposed carport and whether the measurements should be 18'x24' or 16'x24'. It was determined the carport structure was 16'x24' and the site plan can be corrected to reflect the proposed size of the structure. There being no further questions for City Staff, Chairperson Warner opened the public hearing.

Ms. Mari Willis, applicant for 1615 W. 20<sup>th</sup> St., approached the lectern. She stated they wish to place the carport to cover their vehicles. They do not have any plans to enclose the carport. There being no questions or comments, Chairperson Warner closed the public hearing.

Member Rios moved the variance be approved as a 16'x24' carport with the following conditions:

1. The structure (carport) not be enlarged or enclosed.

Member Harper seconded the motion, with the vote being a unanimous "aye".

#### FINDINGS OF FACT

The Zoning Board of Adjustment for the City of Odessa finds as a matter of fact that the applicant has sustained his burden of showing that: :

1. The variance request is not contrary to the public interest.
2. Special conditions exist for the applicant that do not generally exist for others.
3. A literal enforcement of the ordinance will result in unnecessary hardship.
4. The spirit of the zoning ordinance is observed and substantial justice is done.

#### ORDER OF THE BOARD

Therefore, the Zoning Board of Adjustment of the City of Odessa acting on the basis of the required concurring vote of four (4) members of the Board hereby orders the variance sought by the applicant in this case be, in all things granted subject to the following appropriate conditions and safeguards, to wit:

1. The structure (carport) not be enlarged or enclosed.

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#### DOCKET NO. 2020-05-V (tabled)

Open a public hearing to consider approval of the request of Raquel Salinas, owner, for a variance from Section 14-7-9(8) of the City of Odessa Zoning Ordinance to locate a mobile home (approx. 700 sf) with a two and one half feet (2.5') side yard setback instead of the six feet (6') side yard setback in a General

Residential (GR) Zoning District, Lot 1, Block 21, Southside Heights (607 Roxanna)

Mr. McDaniel gave the following presentation: There were 15 notices mailed to surrounding property owners, with 1 notice returned, no written protests and no written approvals.

The property involved in this request is located at 607 Roxanna. The site is zoned General Residential (GR) and is currently vacant. The property is surrounded by single family residential development.

The applicant is Raquel Salinas, owner, and the purpose of the request is to allow a structure (mobile home) to be located three and one half feet (3.5') forward of the 6 ft. building setback. In order to allow the structure three and one half (3.5') in the six feet (6') setback, the applicant is requesting a variance from Section 14-7-9(8) of the City of Odessa Zoning Ordinance, which states:

14-7-9(8) A minimum side yard of six feet (6') shall be provided for any mobile/HUD-code manufactured home located as a fixed dwelling and any structure attached to a mobile/HUD-code manufactured home.

The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.
- C. A literal enforcement of the ordinance will result in unnecessary hardship.
- D. The spirit of the zoning ordinance is observed and substantial justice is done.

Based on analysis of the site, staff has no objections to the variance as presented due to the unusual size and shape of the lot. However, staff would recommend that the front yard along Simms St. be reduced to ten feet (10') instead, as this would situate the mobile home in a safer position further from the street with the highest traffic volume (Roxanna Ave.).

Ms. Warner stated it would make more sense with a 10' front setback. Mr. Rios agreed it with the 10' front setback instead of the proposed side yard setback. There being no further questions or comments for City Staff, Chairperson Warner opened the public hearing. There was no representative present for this request. Ms. Warner stated she had questions for the applicant and suggested the request be tabled. There being no further comments, Chairperson Warner closed the public hearing.

Member Rios moved the variance be tabled. Member Harper seconded the motion, with the vote being a unanimous "aye".

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DOCKET NO. 2020-06-V (approved)

Open a public hearing to consider approval of the request of Jesse Barreraz, owner, for a variance from Section 14-7-8(4) of the City of Odessa Zoning Ordinance to locate a mobile home (approx. 2100 sf) with a 13' side yard setback instead of the platted 15' side yard setback in a General Residential (GR) Zoning District, Lot 12, Block 3, Waddell Addition, 1<sup>st</sup> Filing (325 Geneva)

Mr. McDaniel gave the following presentation: There were 23 notices mailed to surrounding property owners, with no notices returned, no written protests and 3 written approvals.

The property involved in this request is located at 325 Geneva. The site is zoned General Residential (GR) and is currently occupied by a single-family dwelling with a pending application for demolition. The property is surrounded by single family residential development.

The applicant is Jesse Barreraz, owner, Stephanie Holguin, representative, and the purpose of the request is to allow a structure (mobile home) to be located two feet (2') forward of the platted 15 ft. building setback. In order to allow the structure two feet (2') forward in the 15 feet setback, the applicant is requesting a variance from Section 14-7-8(4) of the City of Odessa Zoning Ordinance, which states:

14-7-8(4) "On lots which were official lots of record prior to December 28, 1971, the minimum side yard adjacent to a side street shall comply ... with any side yard shown on a plat of record."

The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.
- C. A literal enforcement of the ordinance will result in unnecessary hardship.
- D. The spirit of the zoning ordinance is observed and substantial justice is done.

Staff analysis of this request is the applicant's request to reduce the side yard requirement to thirteen feet (13') is reasonable and will not create any hazards or any hardship to surrounding properties related to light, air, or open space, nor will this request have a negative impact on the applicant's property or surrounding property.

Based on the preceding analysis, staff recommends approval of the request.

There being no questions for City Staff, Chairperson Warner opened the public hearing.

Mr. Jesse Barreraz, applicant at 325 Geneva, approached the lectern. He stated when he applied for the permit, the measurements he had been given for the mobile home were wrong. They have already removed the house that was on the property and everything is ready to place the mobile home.

Ms. Celila Garcia, 907 W. Ada, stated the house that had been on the property needed to come down. She felt this request would improve the area and she is in favor of this request. There being no further questions or comments, Chairperson Warner closed the public hearing.

Member Rios moved the variance be approved as requested. Member Arzate seconded the motion, with the vote being a unanimous "aye".

#### FINDINGS OF FACT

The Zoning Board of Adjustment for the City of Odessa finds as a matter of fact that the applicant has sustained his burden of showing that: :

- 1. The variance request is not contrary to the public interest.
- 2. Special conditions exist for the applicant that do not generally exist for others.
- 3. A literal enforcement of the ordinance will result in unnecessary hardship.
- 4. The spirit of the zoning ordinance is observed and substantial justice is done.

#### ORDER OF THE BOARD

Therefore, the Zoning Board of Adjustment of the City of Odessa acting on the basis of the required concurring vote of four (4) members of the Board hereby orders the variance sought by the applicant in this case be, in all things granted subject to the following appropriate conditions and safeguards, to wit: Approved as requested.

Mr. Barreraz asked when he could place the mobile home on the property, with Mr. McDaniel stating there is a 10 day waiting period before he can place the mobile home.

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There being no further business to come before the Board, the meeting was adjourned at 8:48 a.m.

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Anne Roney, Secretary, placed the minutes in the Minute Book on August 5, 2020.

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Ludie Warner, Chairperson

TO: ZONING BOARD OF ADJUSTMENT

FROM: LORRINE QUIMIRO, PLANNING MANAGER

SUBJECT: DOCKET NO. 2020-05-V

APPLICANT: Raquel Salinas, owner

REQUEST: Variance from Section 14-7-9(8) of the City of Odessa Zoning Ordinance

PROPERTY INVOLVED: Lot 1, Block 21, Southside Heights (607 Roxanna)

Due to a lack of applicant representation, this request was tabled at the August 5, 2020 Zoning Board of Adjustment meeting.

The property involved in this request is located at 607 Roxanna. The site is zoned General Residential (GR) and is currently vacant. The property is surrounded by single family residential development.

The applicant is Raquel Salinas, owner, and the purpose of the request is to allow a structure (mobile home) to be located three and one half feet (3.5') forward of the 6 ft. building setback. In order to allow the structure three and one half (3.5') in the six feet (6') setback, the applicant is requesting a variance from Section 14-7-9(8) of the City of Odessa Zoning Ordinance, which states:

14-7-9(8) A minimum side yard of six feet (6') shall be provided for any mobile/HUD-code manufactured home located as a fixed dwelling and any structure attached to a mobile/HUD-code manufactured home.

The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.

- C. A literal enforcement of the ordinance will result in unnecessary hardship.
- D. The spirit of the zoning ordinance is observed and substantial justice is done.

Based on analysis of the site, staff has no objections to the variance as presented due to the unusual size and shape of the lot. However, staff would recommend that the front yard along Simms St. be reduced to ten feet (10') instead, as this would situate the mobile home in a safer position further from the street with the highest traffic volume (Roxanna Ave.).

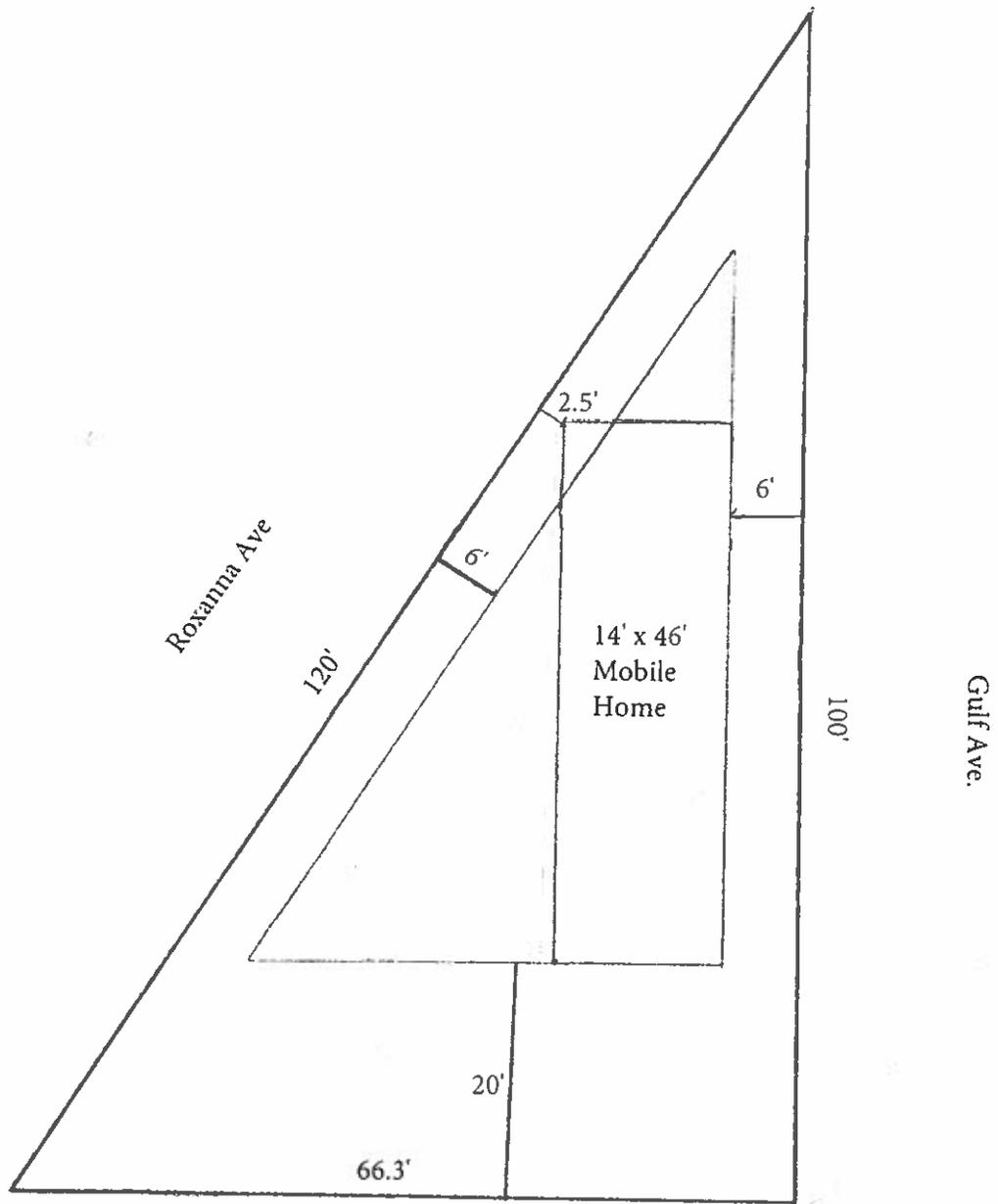
Information in order of inclusion:

--Area of notification map

--Copy of site plan



1 inch = 100 feet



Simms St.



**TO:** ZONING BOARD OF ADJUSTMENT

**FROM:** LORRINE QUIMIRO, PLANNING MANAGER

**SUBJECT:** DOCKET NO. 2020-07-V

**APPLICANT:** Manuel Valdez, owner

**REQUEST:** Variance from Section 14-7-8(8) of the City of Odessa Zoning Ordinance

**PROPERTY INVOLVED:** Lot 7, Block 51, Original Town Addition (311 E 1<sup>st</sup> St.)

The property involved in this request is located at 311 E 1<sup>st</sup> St. The site is zoned Light Commercial (LC) and is currently vacant. The property is surrounded by commercial development.

The applicant is Manuel Valdez, owner, and the purpose of the request is to allow a structure (mobile home) to be located one foot (1') forward of the required six feet (6') building setback. In order to allow the structure one foot (1') forward of the six feet (6') side setback, the applicant is requesting a variance from Section 14-7-8(8) of the City of Odessa Zoning Ordinance, which states:

"A minimum side yard of six (6) feet shall be provided for any mobile/hud-code manufactured home located as a fixed dwelling and any structure attached to a mobile/hud-code manufactured home."

The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.
- C. A literal enforcement of the ordinance will result in unnecessary hardship.

D, The spirit of the zoning ordinance is observed and substantial justice is done.

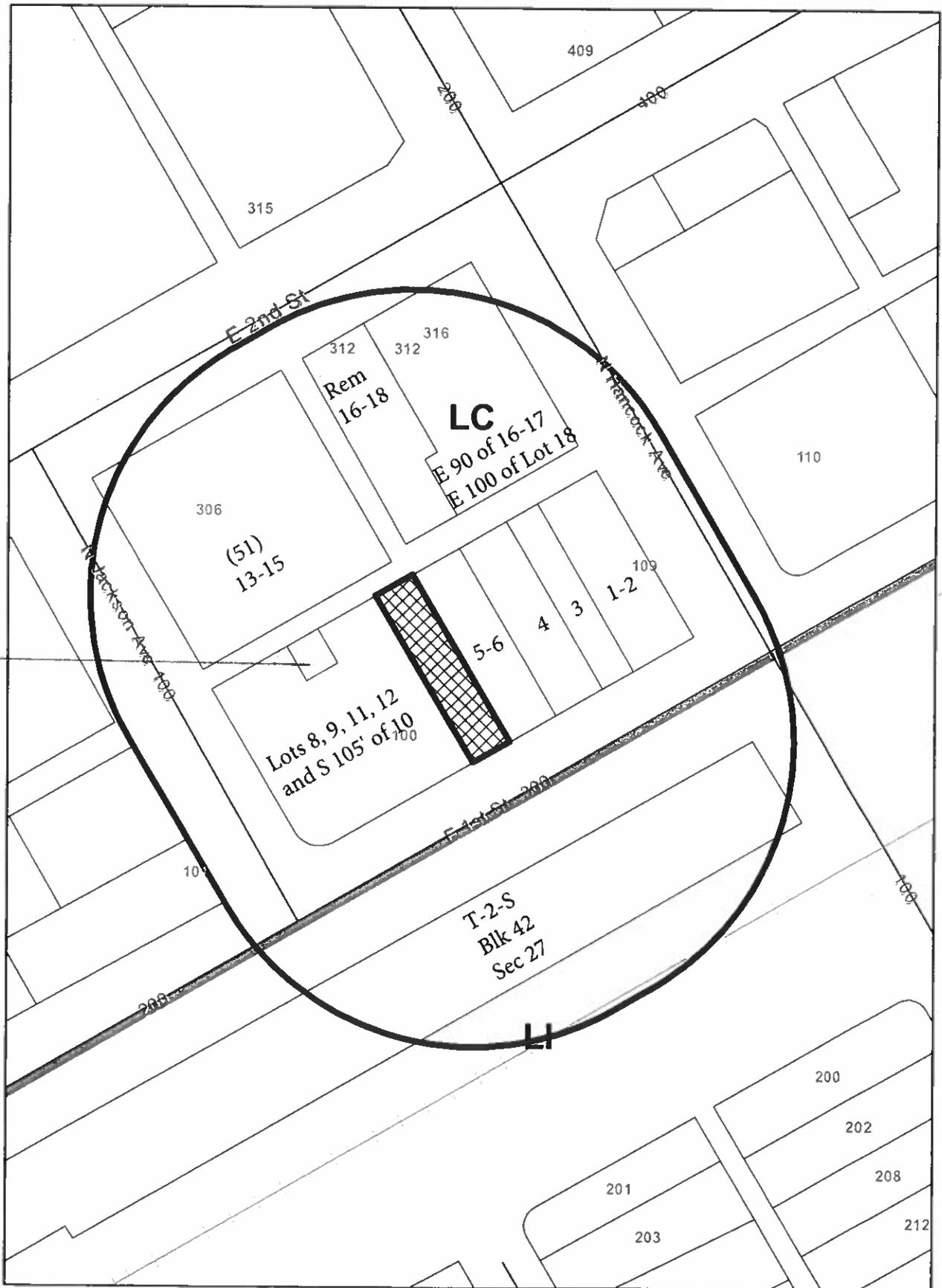
Staff analysis of this request is the applicant's request to reduce the side yard requirement to five feet (5') is reasonable and will not create any hazards or any hardship to surrounding properties related to light, air, or open space, nor will this request have a negative impact on the applicant's property or surrounding property.

Based on the preceding analysis, staff recommends approval of the request.

Information in order of inclusion:

--Area of notification map

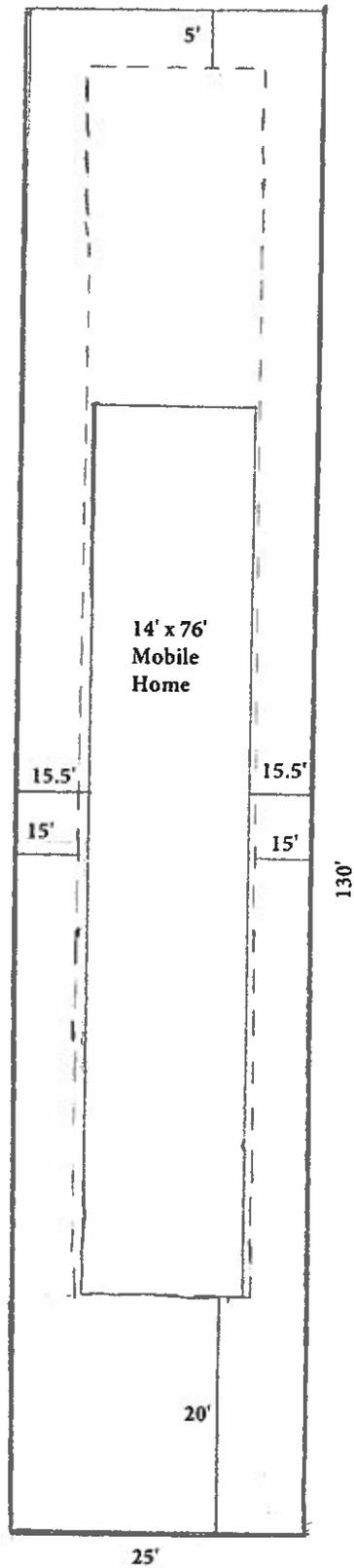
--Copy of site plan



N 10' of  
Lot 10

1 inch = 100 feet





1st St.

TO: ZONING BOARD OF ADJUSTMENT  
FROM: LORRINE QUIMIRO, OFFICE MANAGER  
SUBJECT: DOCKET NO. 2020-08-V

APPLICANT: Jose and Tammy Avalos, Owners

REQUEST: Variance from Section 14-7-5 of the City of Odessa Zoning Ordinance

PROPERTY INVOLVED: E 75 of Lot 1 & W 44.5 of E 75 of S 30 of E 30.5 of Lot 2, & N 20 of Lot 2 & E 30.5 of N 23 of S 30 of Lot 2, Block 8, Judkins Subdivision (300 Barrow Dr.)

The property involved in this request is located at 300 Barrow Dr. This site is currently zoned General Residence (GR) and is occupied by a mobile home (32' x 72'). The property is surrounded by residential development.

The applicant is Jose and Tammy Avalos, owners, and the purpose of the request is for a variance to allow a structure (mobile home) to be located with a thirteen feet (13') front yard setback instead of a twenty feet (20') front yard setback, the applicant is requesting a variance from Section 14-7-5 of the City of Odessa Zoning Ordinance, which states:

14-7-5 FRONT YARD

In the following zoning districts the minimum required front yard shall be in accordance with the following schedule and no building or structure shall hereinafter be located, erected or altered so as to have a smaller front yard than hereinafter required, and no front yard existing at the time of passage of this ordinance shall be reduced below the minimum set forth in the following schedule except as hereinafter provided:

General Residence	20'	GR
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The following criteria as outlined in the Zoning Ordinance are to be used by the Board of Adjustment in evaluating variance requests. The burden of proof in meeting each of these criteria is upon the applicant.

- A. The variance request is not contrary to the public interest.
- B. Special conditions exist for the applicant that do not generally exist for others.
- C. A literal enforcement of the ordinance will result in unnecessary hardship.
- D. The spirit of the zoning ordinance is observed and substantial justice is done.

The property involved in this request has a total lot area of approximately 8,830.72 square feet and the lot is currently occupied by a mobile home (2,304 square feet). A permit was obtained that showed the correct setbacks for the structure (20 ft) from property line as well as the required two (2) paved parking spaces and sidewalk. The applicants Jose and Tammy Avalos, owners, failed to place the mobile home according to the setbacks noted on the permit, and the parking spaces and sidewalks still need to be placed.

Staff analysis of this request is that there are no special conditions associated with the property that do not exist for others in the area. Considering the size of the mobile home (2,304 square feet) and the lots (8,830.72 square feet) there is adequate space to fit the mobile home correctly. The Planning Staff cannot support the variance request, recommends that the request be denied, and that the mobile home be placed on the lot to meet building setback requirements.

Information in order of inclusion:

- Area of notification map
- Copy of site plan
- Copy of building permit

RD-H

200 Kennedy Dr

LC

200

W 31st St

17-18

15 16

5-6

GR

4

(4)

5020 Sq. Ft.  
L 7-8

4500 Sq. Ft.  
L 7-9

5063 Sq. Ft.  
L 7-9

6417 Sq. Ft.  
L 8-9

(8)

3

10

14

13

12

11

11

N 201-2 & S 301-2

W 65 L-1

E 25 L-1  
E 205 L-2

Robertson Ave

300 Barrow Dr

(2)

12

13

14

400

Henderson Ave

14

13

12

(7)

11

15

16

3000

2800



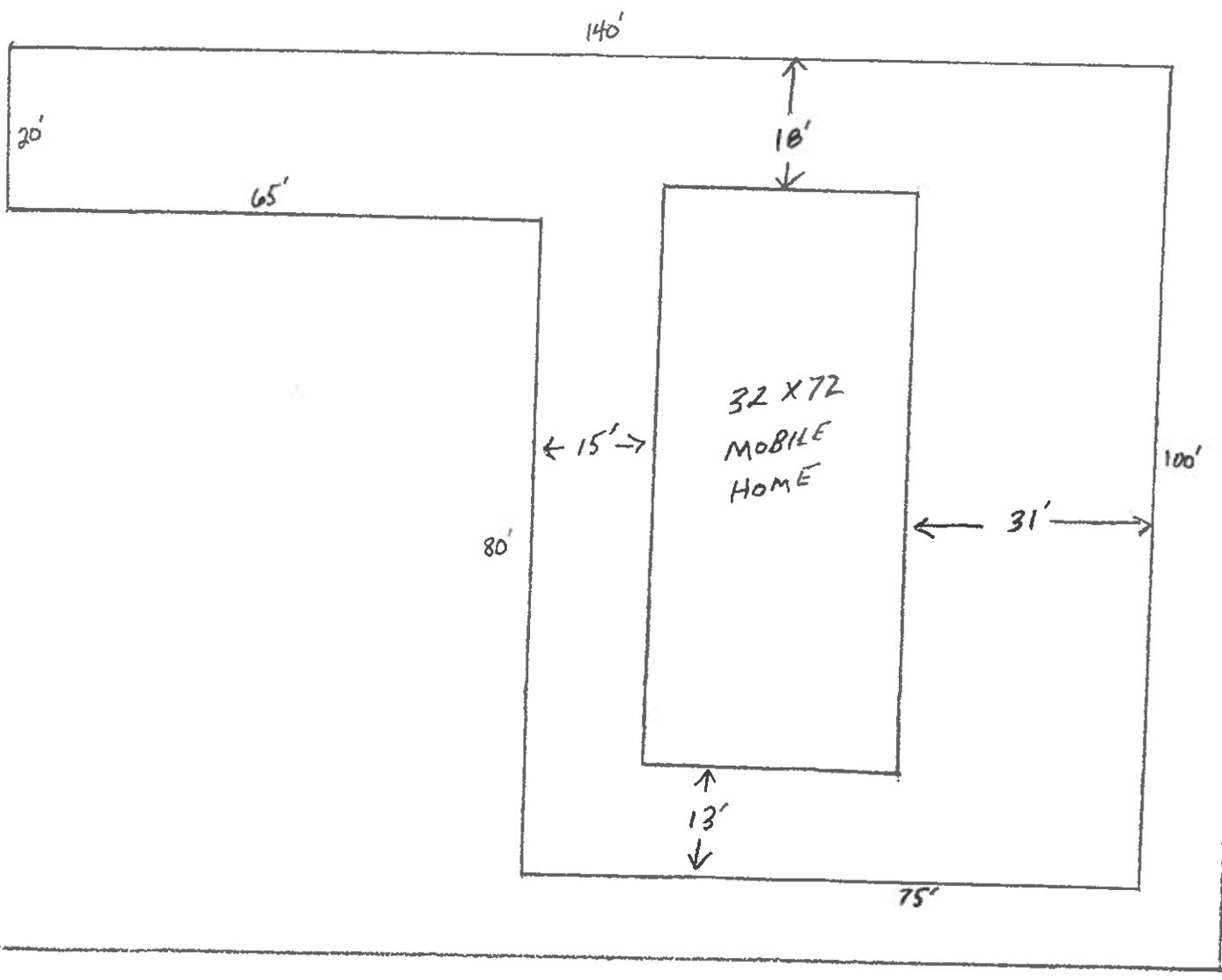
1 inch = 100 feet

Judkins Dr 200

2800

← 2

ROBERTSON AVE



BARROW DR

Scale 1" = 20'



# Permit to Install a Mobile Home For Residential Use

Building Inspection Office (432) 335-3214

LA-21111-4-6-20 12:11

Permit Address: 300 Barrow

Permit Issued To: Tammy Avalos Address 204 Ellis Phone 432-260-5288

Legal: Subdivision Judkins Lot 754141 Block 8 Zone of the property: GR

Dimensions of Lot \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF Dimensions of MH and Decks \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF

Dimensions of existing buildings, or structures on the property \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ SF

Maximum allowable lot coverage for all structures 70%. Proposed lot coverage of all existing buildings and the proposed MH: \_\_\_\_\_%.

Owner states Mobile Home does require any repairs to  floor,  roof,  outside siding,  windows,  doors,  electrical,  plumbing  
 Mobile home has functioning, permanently installed  gas or  electric heat. (Not a portable heater.)

### REQUIRED SETBACKS

The mobile home must be 30 feet back from the closest point of the front street curb. (ROW + Front yard setback)  $10' + 20' = 30'$

The mobile home must be 6 feet minimum from closest point of the right property / lot line.

The mobile home must be 6 feet minimum from closest point of the left property / lot line.

The mobile home must be 5 feet from the closest point of the rear property / lot line.

On a corner lot, the mobile home (MH) must be 16 feet from the closest point of the side street curb. (ROW + Setback)  $10' + 6' = 16'$

Porches, decks, carports, roof covers and room additions attached to Or within 6 feet of the MH must maintain the same side yard setbacks from the property lines as required for the mobile home. Separate building permit are required to be issued PRIOR to the start of construction on these items.

**THE CORRECT ADDRESS MUST BE POSTED:** The address must be permanently posted on the end of the MH facing the street. The address must be permanently attached to the side of the MH with 3" tall letters located 7 feet above the ground and visible from the street at all times.

**SEPARATE ENGINEERING DEPT. PERMITS REQUIRED:** Four (4) feet wide concrete sidewalks are required next to the street along the full length of the front and side street property for each Mobile Home. The installation of required concrete work for sidewalks or drive approach between property line and the street will require the issue of separate permits and inspections from the City Engineering Division located on the fourth floor of City Hall. Drive approaches and sidewalks are not included in the Mobile Home building permit.

**TWO OFF STREET PARKING SPACES and 4' CONCRETE SIDEWALK REQUIRED ADJACENT TO THE STREET CURB:** Two 9' X 18' x 4" thick off street concrete parking spaces are required on the property. The area between the street and the property line will not count as part of the required parking. MH must not be parked on top of parking areas.

**SEPARATE PERMITS FOR INSTALLATION OF ELECTRICITY, SEWER, WATER AND GAS:** Mobile home owners and mobile home installers are not permitted to do this work. As required by Texas Law and local ordinance, licensed contractors must do the installation, alteration or modification of all electrical, sewer, water, gas lines and gas test. The licensed contractors must obtain their permit from the city prior to starting any work. The licensed contractor must call the city for inspections on their work. (Exception for registered Homestead.)

**BLOCKING, ANCHORS AND TIE DOWNS REQUIRED.** The mobile home must be blocked and anchored at each corner and every 10 feet on each side of the mobile home with approved anchors. Blocking, anchors and tie downs must be properly installed within 10 days of the date the mobile home is placed on the property.

**SKIRTING REQUIRED ON ALL SIDES WITH CROSS VENTILATION AND 30" ACCESS PANELS.** Exposed wiring and plumbing must be protected with skirting installed from the ground to the bottom of the mobile home on all sides. (Do not use regular wood, plywood, wafer board or OSB.) Access panels must be in place in skirting to allow for service access, inspection and cross ventilation of air under the MH. Code approved landings with steps are required outside each exit door.

**WATER, ELECTRICITY, AND/OR GAS CANNOT BE CLEARED FOR CONNECTION** until the code and ordinance requirements for blocking, anchoring, skirting, sidewalk; parking, electrical, gas and plumbing installations have been completed, inspected and approved by the inspectors. \*Upon the request of the inspector, or noted on the permit, survey pins will be required to be installed on each property corner by a licensed survey engineer. \*Separate permits will be required for any structure not listed on the permit and for the installation of decks, storage buildings, room additions, carports or garages and related electrical, plumbing or air conditioning items to be installed, altered or modified.

The applicant states all information provided by the applicant is true and correct; that the applicant will install the mobile home as per the codes and ordinances adopted by the City of Odessa. The issue of a permit in error, with incorrect or false information is not to be interpreted as the granting of permission to violate any city code, city ordinance, state or federal law.

**Reinspection fees** may be assessed for any inspection that is not ready for inspection when the inspector arrives, for inspection when corrections were not completed, or for which access is not provided for the inspector to make the inspection. This is not intended as a complete list of the requirements for the installation of a Mobile Home. Each Mobile Home installation must comply with all city building codes, city ordinances and the manufactures requirements.

The permit holder grants permission for city inspectors to make inspections on and within the property and structures noted above for assurance of compliance with city codes and ordinances.

Applicant: X \_\_\_\_\_  
 \_\_\_\_\_  
 Print name legibly  
 DATE: \_\_\_\_\_

[.] See attached site plan.  
 Approved to Issue by: MM Date: \_\_\_\_\_  
 Processing Clerk: \_\_\_\_\_ Issue Date: \_\_\_\_\_  
 PERMIT FEE: \$ \_\_\_\_\_ PERMIT NO: \_\_\_\_\_

**300 Barrow Dr**

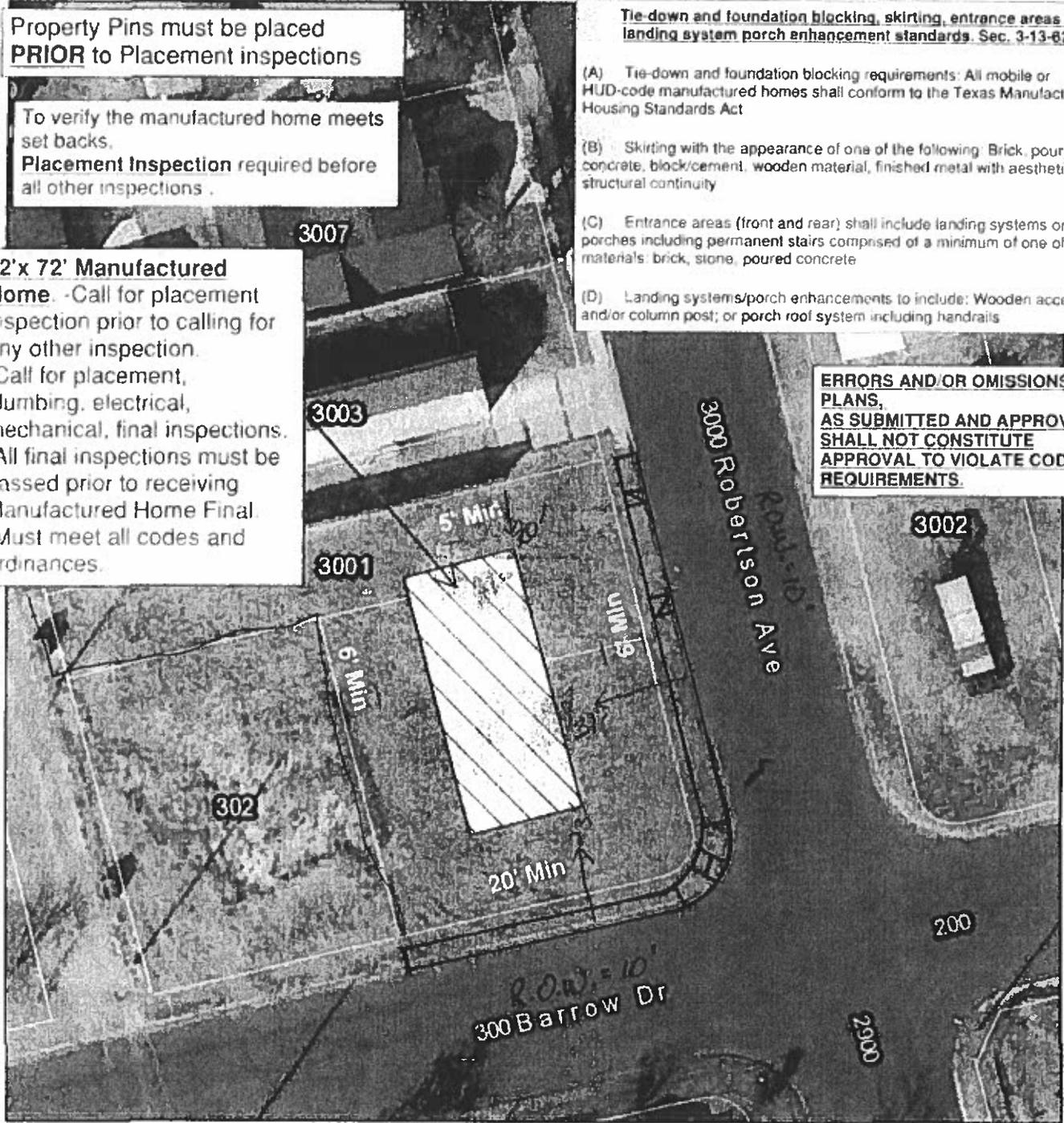
Property Pins must be placed **PRIOR** to Placement inspections

To verify the manufactured home meets set backs, **Placement Inspection** required before all other inspections .

**32'x 72' Manufactured Home** -Call for placement inspection prior to calling for any other inspection.  
-Call for placement, plumbing, electrical, mechanical, final inspections.  
-All final inspections must be passed prior to receiving Manufactured Home Final.  
-Must meet all codes and ordinances.

- Tie-down and foundation blocking, skirting, entrance areas and landing system porch enhancement standards. Sec. 3-13-82**
- (A) Tie-down and foundation blocking requirements: All mobile or HUD-code manufactured homes shall conform to the Texas Manufactured Housing Standards Act
  - (B) Skirting with the appearance of one of the following: Brick, poured concrete, block/cement, wooden material, finished metal with aesthetic structural continuity
  - (C) Entrance areas (front and rear) shall include landing systems or porches including permanent stairs composed of a minimum of one of these materials: brick, stone, poured concrete
  - (D) Landing systems/porch enhancements to include: Wooden accents and/or column post; or porch roof system including handrails

**ERRORS AND/OR OMISSIONS ON PLANS, AS SUBMITTED AND APPROVED, SHALL NOT CONSTITUTE APPROVAL TO VIOLATE CODE REQUIREMENTS.**



- \* Handicap ramp as per A.D.A. standards
- \* 4' min. concrete sidewalk
- \* 4' min. concrete approach

**MINIMUM FINISHED FLOOR ELEVATION TO BE 12" ABOVE HIGHEST POINT OF STAND-UP CURB ADJACENT TO PROPERTY.**

A bonded and insured contractor shall attain a City Right-of-Way permit with the City of Odessa prior to construction.