



**PALM BEACH COUNTY  
PLANNING, ZONING AND BUILDING DEPARTMENT  
POLICY AND PROCEDURE**

**Barbara Alterman, Executive Director**

**PPM # PZ-O-003**

**Issued: 11/22/04**

**Effective: 12/08/04**

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**SUBJECT: PERMITTING OF MOBILE HOMES (MH) AND RECREATION VEHICLES (RV) AS TEMPORARY HOUSING AFTER A DECLARED NATURAL DISASTER, IN UNINCORPORATED PBC.**

**PURPOSE:** Determine who qualifies and establish procedures to facilitate requests for mobile home or recreation vehicles as temporary housing while replacing or reconstructing a residential unit.

**POLICY:** Special Permit for use of temporary shelter while residential unit is being replaced or reconstructed.

**PROCEDURE:** **Qualifications**  
1) Provide FEMA registration for type of relief granted to recipient (money or MH/RV).  
**OR**  
2) Provide proof homeowner's insurance is addressing "loss of use" of residence.

**General Requirements**

- Prove unit is uninhabitable through appropriate documentation (pictures of damage, assessment reports by insurance company or FEMA, etc.),
- Comply with all Health, Building and Zoning Codes and permitting procedures,
- Prior to locating RV/MH on the lot, the applicant shall have and provide proof of permits for new unit or reconstruction of damaged unit (*Does not apply to Mobile Home Park*),
- The Special Permit shall be valid for one-year from date of issuance. A possible one-year extension may be granted provided the applicant submits an application to the Special Permit Section within 60 days of the Special Permit expiration, as indicated on the permit,
- Granting the Special Permit does not relieve the applicant from complying with any Deed Restrictions imposed by the development. It is the responsibility of the applicant to research any restrictions prior to submitting for any permits,

- The Executive Director may amend this policy to enforce additional requirements to ensure health, safety, and welfare of the residents or PBC,

### **Temporary RV/MH Specific Requirements**

- Obtain a Zoning Special Permit pursuant to the Unified Land Development Code, Article 5.B.1.B.3.b. Temporary Structures,
- Obtain all required permits from the Health, Zoning, and Building Divisions for the RV/MH,
- Generators are prohibited; unit must be connected to power,
- Electrical hook-up to infrastructure,
- Water and sewer hook-up is required,
- RV/MH shall meet separation required by PBC Fire Codes,
- Applicant may reside in RV only during reconstruction of destroyed unit or while new dwelling is being constructed provided the applicant has a valid building permit (*Does not apply to a temporary MH in Mobile Home Park*),
- Applicant shall provide a survey of the property with proposed location of the RV/MH,
- RV shall be located on a minimum lot size of 6,000 square feet, and shall be located on the lot presenting minimal impact, as determined by staff, to surrounding properties (*Does not apply to a temporary MH in a Mobile Home Park*),
- MH shall only be located on 1 acre or greater,
- RV's shall not be inhabited during a hurricane warning or when evacuations are ordered for low-lying areas.
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### **Mobile Home Parks**

In addition to meeting all above requirements, unless specified as being exempt, MH Parks shall comply with these additional requirements:

- Destroyed MH and any associated debris shall be removed from the lot by the park owner or applicant, whichever is applicable, and disposed of in an appropriate manner,
- Submit for MH Tie Down Permit from the Building Division,
- If temporary MH is to become permanent unit on the property, it shall comply with the Mobile Home Controlling Site Plan (including but not limited to setbacks or separations). In the event the permanent MH cannot meet required setbacks or separations of the Mobile Home Park Controlling Site Plan, the applicant shall remove the Mobile Home from the lot or seek variance relief within 60 days of the expiration of the 18-month FEMA Certification period or a date determined by the Zoning Director.



Executive Director