

## Mobile Home Park/Recreational Camping Plan Review

### Construction Requirements

**Rules** regarding Manufactured Home Parks and Recreational Camping can be found online at:

<https://www.revisor.mn.gov/rules/4630/>

You must submit a complete set of plans and specifications, the plan review application and all required fees, and receive approval prior to beginning construction for all:

- new manufactured home park (MHP),
- new recreational camping area (RCA),
- new special event camping area (SECA),
- expansions to existing MHPs/RCA/SECAs.

The plans must be drawn to scale, be legible, and complete. All plans must include, but not be limited to the following:

1. A land use permit or statement from the local unit of government granting zoning approval for the use of the land as a MHP, RCA or SECA must be obtained for any new park or expansions to existing parks. A copy of the land use permit must be submitted to this office along with the detailed plans for the proposed development.
2. A plot plan showing the boundaries of the entire tract of land upon which the MHP/RCA/SECA is to be located, and showing land area/acreage, locations of existing facilities including permanent buildings and their dimensions, location of landforms on the property (lakes, streams, ponds, wetlands, bluffs, etc.), location and dimensions of all roads and driveways, location of vehicle parking areas must be provided.
3. Plans for the park must include site dimensions, the location of all water and sewer lines and electrical hook-ups, the location of all wells, the location of all on-site sewage treatment facilities and distances from all wells and water lines, the location and type of night lights, and any other pertinent information. Identify each proposed site with a unique descriptor (i.e. 1, 2, 3).
4. Separate plumbing plans must be submitted for any new plumbing installations including all water and sewer lines and on-site sewage treatment systems, if provided. All plumbing must be installed in accordance with the Minnesota Plumbing Code. Include a detailed sketch of the water and sewer risers which will connect the homes to the sewer and water mains, and material specifications for, and location of water and sewer lines in the park.

A separate bulletin covering the details of submitting plumbing plans is available. For more information concerning plumbing, contact:

**Minnesota Department of Labor and Industry**

[Engineering and Plumbing Unit](#)

651-284-5067

5. The water supply system for the proposed park must comply with Minnesota rules governing public water supplies and water wells. Provide details of the well/water supply system for the park if it has its own system. If the park obtains water from a municipal supply, indicate the name of the municipal water supply.
6. The sewage treatment system for the park must comply with applicable state rules. All individual sewage treatment systems must be designed by a licensed sewage system designer and installed by a licensed installer. Provide a certificate of compliance or permit to install for any septic systems serving the park. If the park is on municipal sewer services, indicate the name of the municipal sewer system.
7. Submit the proper plans, plan review fee and application to:  
**Clay County Public Health**  
715 N. 11<sup>th</sup> St. #303  
Moorhead, MN 56560
8. After plans have been reviewed, a plan review report indicating any changes or concerns that were noted during the plan review contact information will be sent with the plan review report. Construction may begin after the plan approval letter is received. Contact the sanitarian for your area to schedule an on-site inspection after construction is complete.  
Clay County: Kent Severson 218-299-7216
9. If the sanitarian finds the facility to be in satisfactory compliance with the rules, an inspection report will be issued indicating approval and authorizing occupancy of the sites.
10. In addition to the items mentioned above, all plans and specifications for MHPs and RCAs must include the following:
  - a. The name of the project, and the legal description of the property
  - b. The name, address and phone number of the project owner
  - c. The location, size and description of the storm shelter(s) required for all new manufactured home parks with ten or more sites
  - d. Storm shelter or evacuation plan approval for manufactured home parks with less than ten sites from the municipality having jurisdiction
  - e. The location of speed limit signs in all MHPs and RCAs
  - f. Location and description of garbage and refuse containers