

**MOBILE HOME PARK AND RV PARK CHECKLIST:** The following information is required for all site plans submitted in conjunction with Land Use Permits for Mobile Home Parks and RV Parks, unless waived by the Land Use Administrator. The applicant shall submit \_\_\_ copies of the Site Plan. (*Reference Article 5, Section 5.30 C.*)

**REVIEW CRITERIA.** All applications for a Land Use Permit for a Mobile Home Park or a RV Park shall address the following review criteria in addition to the review criteria applicable to non-residential uses and to the General Review Criteria found in *Article 5, Section 5.30*.

- **Comprehensive Plan Compliance.** The mobile home park shall be in compliance with the Comprehensive Plan.
- **Vegetation.** Mobile home parks shall be located in sparsely to moderately wooded sites providing shade trees and natural buffering from the environment and from public views.
- **Topography.** The topography of the proposed site shall be free from natural hazards and subject to ready access and ease of maintenance.
- **Protection of Natural Environment, and Historical and Archeological Features.** Existing streams and other natural amenities shall be preserved. Adequate mitigation measures shall be provided for wildfire hazard mitigation, the protection of critical wildlife habitat, wildlife migration corridors and the preservation of historical and archeological features.
- **Hazards.** Mobile home parks shall not be sited in areas subject to flooding, fire or other natural hazards nor shall they be located in proximity to chronic nuisances such as noise, smoke fumes or odors.
- **Access.** The park or campground shall have safe access to a public road that accommodates all traffic generated by the use, and by emergency vehicles.
- **Drainage.** The park or campground shall be located on a well-drained site, that is graded or drained and is to be free from stagnant pools of water.
- **Landscaping.** The site plan shall include a landscape plan that provides for adequate landscaping to provide buffering from adjacent uses and roadways and to prevent erosion. The required landscape setback will be established on a case by case basis during the Special Review process.

Applicant

Land Use Administrator

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|--------------------------|--|--------------------------|
| <input type="checkbox"/> | Site Plan (see separate checklist). The applicant shall submit ___ copies of the Site Plan.  | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Name, address and telephone number of Owner, Applicant (if not owner), and person who prepared the application. If the owner is not the applicant, the application must be signed by the owner, or a letter authorizing the applicant to submit the application on behalf of the owner must be provided. | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Plot Plans. Typical plot plans for individual mobile home spaces at a scale of 1 inch equals 10 feet.  | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Typical Sections. Typical street and walkway sections.   | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Size and Density. The number, location and size of all mobile home spaces and the gross density of such spaces.  | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Roadway and Walkway Detail. The location, surfacing and width of roadways, sidewalks, pathways.  | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Demonstrate compliance with the Site Selection Criteria found in Article 5 Section 5.40 C.E.1  | <input type="checkbox"/> |
| <hr/>                    |  |                          |
| <input type="checkbox"/> | Demonstrate compliance with the Site Improvement Standards in Article 5 Section 5.40 C.E.2   | <input type="checkbox"/> |

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|---|--------------------------|
| <input type="checkbox"/> <b>Design Standards</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> Parking – Describe how parking will be provided.   | <input type="checkbox"/> |
| <input type="checkbox"/> Driveways – Describe unobstructed width of all drives.   | <input type="checkbox"/> |
| <input type="checkbox"/> Interior Roadways – Provide interior roadway standards, including paving material and depth.   | <input type="checkbox"/> |
| <input type="checkbox"/> Walkways – Locate and describe surface material and width of all walkways and bike paths.<br>Provide a Lighting Plan that shows how walkways will be illuminated | <input type="checkbox"/> |
| <input type="checkbox"/> Maintenance – Describe how maintenance will be performed, and identify the maintenance entity.   | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Describe how water will be supplied.</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Describe how sewer service will be supplied.</b>  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>Describe how fire protection will be provided.</b>  | <input type="checkbox"/> |

## **GUIDELINES FOR MOBILE HOME PARK AND RV PARK DEVELOPMENT**

The intent of these Design Guidelines is to provide direction for the initial submittal of Mobile Home Parks and RV Parks in order to identify to applicants the expectations of Costilla County and to facilitate the creation of high quality projects. A final determination of the actual design of any project is subject to the review and approval of the Board of County Commissioners. Site specifics may dictate requirements in addition to the Design Guidelines in order to meet the General Review Criteria of the Costilla County Land Use Code. The applicant may also demonstrate that some Design Guidelines may not apply to the specifics of a given proposal.

**Minimum Facilities for Recreational Vehicle Spaces.** The area devoted to each recreational vehicle space shall be adequate to accommodate the following facilities:

1. **Picnic Facilities.** Each space shall be provided with a fireplace or fire circle, a picnic table and well-drained, level site.
2. **Parking Space.** Each space shall provide one graveled parking space.
3. **Vehicle Barriers.** Adequate barriers shall be provided to confine vehicles to driveways and parking spaces.

### **Easements, Rights-of-Way, Public Open Space and Common Areas**

1. **Open Space and Common Areas.** Recreational vehicle parks/campgrounds shall provide public open space or common areas in an amount of at least ten percent of the total area of the park or campground. Maintenance of private common areas within a park or campground shall be the responsibility of the owner or operator.
2. **Dedication of Easements, Rights-of-Way, and Public Lands.** Applicants shall submit a warranty deed or file a plat of the site to assure the dedication of all easements and public lands prior to the approval of the Land Use Permit application. All lands, including easements and rights-of-way to be dedicated shall be accompanied by full legal descriptions prepared by a Colorado licensed or registered professional land surveyor.
3. **Restrictions.** Land to be provided for public and/or private recreational use and/or open space shall not include any area dedicated as a roadway, campsite or RV space, storage area or any area required for setbacks.

**Driveways.** All recreational vehicle spaces shall abut upon a driveway, graded for drainage and maintained in a rut and dust free condition, which provides unobstructed access to a public street or highway. The minimum unobstructed width of such driveways shall be fifteen feet for one-way traffic or twenty-five feet for two-way traffic. No parking shall be permitted on the driveways.

**Walkways.** All park and campground walkways and bicycle paths shall be gravel or hard surfaced. Walkway widths shall not be less than five (5) feet wide and all roadways, walkways and bicycle paths shall be provided with illumination of not less than 25 watt lamps at intervals of not more than 100 feet.

**Maintenance.** All RV spaces and campsites shall be maintained in a clean and sanitary condition, free from hazardous and noxious materials, weeds and refuse, in compliance with Article 14 of this Code. The park/campground owner shall be responsible for ensuring compliance.

### **Water Supply and Distribution.**

1. **Comply with Standards.** A domestic water supply that is in compliance with the drinking water standards of the Colorado Department of Public Health and Environment shall be provided in each recreational

vehicle park. Where a public supply of water of satisfactory quantity, quality and pressure is available, connection shall be made thereto and it shall be the exclusive supply used. When such a public water supply is not available, a central water supply system may be developed and used if it meets standards of the Colorado Department of Public Health and Environment.

2. **Located to Avoid Contamination.** Every well or suction line of the water supply system shall be located and constructed in such a manner that neither underground nor surface contamination will reach the water supply from any source.
3. **Treatment.** The treatment of a private water supply shall be in accordance with applicable state and local laws and regulations.
4. **Connection.** The park's water supply system shall be connected by pipes to all recreational vehicles, buildings, and other facilities requiring water.
5. **Equipment.** All water piping, fixtures and other equipment shall be located, constructed and maintained in accordance with state and County regulations and requirements.
6. **Pressure.** The system shall be so designed and maintained as to provide a pressure of not less than twenty nor more than eighty psi, under normal operating conditions at service buildings and other locations requiring portable water supply.
7. **Separation.** A minimum horizontal separation of ten feet shall be maintained between all domestic water lines and sewer lines.
8. **Underground Valves.** Underground stop and waste valves shall not be installed on any water service.
9. **Supply.** The water supply shall be capable of supplying fifty gallons per space per day for all spaces lacking individual water connections and one hundred gallons per space per day for all spaces provided with individual water connections.
10. **Individual Water Service Connections.** If facilities for individual water service connections are provided, the following requirements shall apply.
  - a. Riser Pipes. Riser pipes provided for individual water service connections shall be so located and constructed that they will not be damaged by the parking of recreational vehicles. Water riser pipes shall extend a minimum of four inches above ground elevation unless recessed in a box or sleeve. The pipe size shall be three-quarter inch.
  - b. Prevent Freezing. Adequate provisions shall be made to prevent freezing of main service lines, valves and riser pipes.
  - c. Valves. Valves shall be provided near the outlet of each water service connection. They shall be turned off and outlets capped or plugged when not in use.
  - d. Connection. The park's water supply system shall be connected by pipes to all recreational vehicles, buildings and other facilities requiring water.
11. **Water Stations.**
  - a. Stations for Recreational Vehicle Area. Each recreational vehicle parking area shall be provided with one or more easily accessible watering stations for filling water storage tanks. Such water supply outlets shall consist of at least a water hydrant and the necessary appurtenances and shall be protected against the hazards of back flow and back siphonage.
  - b. Stations for Tent Camping Area. Each tent camping area shall be provided with at least one individual watering station no more than two hundred feet from any tent camping space. Riser height shall be between thirty inches and thirty two inches and a splash pad shall be installed around the base.

**Sewage Disposal.** An adequate sewage system shall be provided in each recreational vehicle park for the purpose of conveying and disposing of all sewage. Such system shall be designed, constructed and maintained in accordance with state and local laws.

1. **Sewer Line.** All sewer lines shall be located in trenches of sufficient depth to be free of breakage from traffic or other movements and shall maintain a minimum horizontal separation of ten feet from all domestic water lines. Sewers shall be at a grade that will insure a velocity of two feet per second when flowing full. All sewer lines shall be constructed of materials that comply with state or County regulations and with Colorado Department of Public Health and Environment design criteria.
2. **Sewage treatment and/or discharge.** Where the sewer lines of the park are not connected to a public sewer, all proposed sewage disposal facilities shall be approved prior to construction. Effluents from sewage treatment facilities shall not be discharged into any waters of the state except with prior approval of the Colorado Department of Public Health and Environment.
3. **Individual Sewer Connections.** If facilities for individual sewer connections are provided, the following requirements shall apply:
  - a. **Sewer Riser Pipe.** The sewer riser pipe shall be a minimum of four inches in diameter, shall be trapped below the ground surface and shall be so located on the trailer space that the sewer connection to the trailer system will approximate a vertical position.
  - b. **Sewer Connection.** The sewer connection shall have a nominal inside diameter of a minimum of three inches and the slope of any portion thereof shall be minimum of one-eighth inch per foot. All joints shall be watertight.
  - c. **Materials.** All materials used for sewer connections shall be corrosive resistant, nonabsorbent and durable. The inner surface shall be smooth.
  - d. **Plugging.** Provisions shall be made for plugging the sewer riser pipe when a trailer does not occupy the space. Surface drainage shall be diverted away from the riser.
4. **Solid Wastes.** No liquid wastes from sinks shall be discharged into or allowed to accumulate on the ground surface. The owner shall provide for trash removal on a regular basis.
5. **Sewage Treatment and/or Discharge.** Where the sewer lines of the travel trailer parking area are not connected to a public sewer, all proposed sewage disposal facilities shall be approved by the Colorado Department of Public Health and Environment prior to construction. Effluents from sewage treatment facilities shall not be discharged into any waters of the state except with prior approval of the Colorado Department of Public Health and Environment.

**Fire Protection.** Adequate fire protection shall be provided and shall be in compliance with all applicable fire codes and standards. All campgrounds shall be equipped at all times with fire extinguishing equipment in good working order and of such type, size and number and so located as prescribed by the authorizing local fire suppression organization.

#### **Electrical Distribution and Communication Wiring.**

1. **Electrical Distribution System.** Each recreational vehicle park shall contain an electrical distribution system to each lot or site, consisting of wiring, fixtures, equipment and appurtenances thereto which shall be installed and maintained in accordance with state and County regulations. Telephone and cable TV systems may be installed and maintained.
2. **Approval by Utility.** All plans for the above services shall have the approval of the responsible utility prior to County approval of park plans.

#### **Service Building.**

1. **Applicability.** The requirements of this Section shall apply to service buildings, recreation buildings and other community service facilities such as management offices, repair shops and storage areas, sanitary facilities, laundry facilities, indoor recreation areas, and commercial uses supplying essential goods or services for the exclusive use of park occupants.

2. **Structural Requirements for Buildings.**

a. **Protection.** All portions of the structure shall be properly protected from damage by ordinary uses and by decay, corrosion, termites and destructive elements. Exterior portions shall be of such materials and be so constructed and protected as to prevent entrance or penetration of moisture and weather.

b. **Sanitary or Laundry Facilities.** All rooms containing sanitary or laundry facilities shall:

(1) **Walls.** Have sound-resistant walls extending to the ceiling between male and female sanitary facilities. Walls and partitions around showers, bathtubs, lavatories and other plumbing fixtures shall be constructed of dense, non-absorbent waterproof material or be covered with moisture resistant material.

(2) **Windows.** Have a minimum of one window or skylight facing directly to the outdoors. The minimum aggregate gross area of windows for each required room shall not be less than ten percent of the floor area served by them. A minimum of one window shall be able to be easily opened, or the room shall have a mechanical device that will adequately ventilate the room.

(3) **Toilets.** Have toilets locked in separate compartments equipped with self-closing doors. Shower stalls shall be of the individual type. The rooms shall be screened to prevent direct view of the interior when the exterior doors are open.

(4) **Illumination.** Have illumination levels maintained as follows:

(a) Five foot candles for general seeing tasks.

(b) Forty foot candles for laundry room work area and toilet room in front of mirrors.

(5) **Hot and Cold Water.** Have hot and cold water furnished to every lavatory, sink, bathtub, shower and laundry fixture, and cold water furnished to every water closet and urinal.

3. **Required Community Sanitary Facilities.**

a. **Central Service Building.** A central service building containing the necessary toilet and other plumbing fixtures specified shall be provided in recreational vehicle parking areas that provide spaces for vehicles and for tent camping areas. Service buildings shall be conveniently located within a radius of approximately three hundred feet to the spaces served.

(1).Exception. When a recreational park is designed for and exclusively limited to use by self-contained vehicles, no public sanitary facilities shall be required.

b. **Sanitary Facilities for Women.** Sanitary facilities for women shall include a minimum of one and one-half flush toilet, one lavatory and one shower for each fifteen recreational vehicle or tent spaces or fractional number thereof.

c. **Sanitary Facilities for Men.** Sanitary facilities for men shall include a minimum of one flush toilet, one urinal, one lavatory and one shower for each fifteen recreational vehicle or tent spaces or fractional number thereof.

d. **Recreation Vehicle Park Connected to Resort.** When a recreational vehicle park requiring a service building is operated in connection with a resort or other business establishment, the number of sanitary facilities for such business establishment shall be in excess of those required by the schedule of

recreational vehicle spaces and shall be based on the maximum number of people allowed to use such facilities.

### **Supervision.**

1. **Attendant.** The attendant or caretaker shall be in charge at all times to keep the park, its facilities and equipment in a clean, orderly and sanitary condition.
2. **Owner Answerable.** The owner shall be answerable for the violation of any provision of these regulations.
3. **Refuse Handling.** The storage, collection and disposal of refuse in a recreational vehicle park shall be so arranged as to not create health hazards, rodent harborage, insect breeding areas, accident or fire hazards, or air pollution. All refuse shall be disposed of at either a municipal or County designated landfill site, at minimum once per week or as directed by the Land Use Administrator or the Code Enforcement Official.
4. **Pest Control.** Grounds, buildings and structures shall be maintained free of insect and rodent harborage and infestation. Extermination methods and other measures to control insects and rodents shall conform with County regulations and requirements of the Colorado Department of Public Health and Environment.
5. **Pet Control.** The owners or managers of a recreational vehicle park, or all owners or persons in charge of any dog, cat or other pest animal shall have such animal on a leash, not exceeding ten feet or shall confine such animals within the space or designated areas within the park and shall not permit such animal to commit any nuisance. Animals are restricted to household pets only.