



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION
MANUFACTURED HOUSING BOARD



Janet T. Mills
Governor

Penny Vaillancourt
Director

Joan F. Cohen
Commissioner

APPLICATION FOR A MANUFACTURED HOUSING COMMUNITY LICENSE

COMMUNITY INFORMATION			
Name of Community		Number of Sites	
Physical Address of Community			
City / Town of Community			
Name of Community Manager		Telephone Number	
Address	City & State	ZIP Code	Email Address
Name of Designated Water Operator (if other than manager)		Telephone Number	
Address		Email Address	

<input type="checkbox"/>	NEW COMMUNITY (new license #)	<ul style="list-style-type: none"> \$50.00 plus \$5.00/per site (MP1422N)
<input type="checkbox"/>	NEW OWNERSHIP (new license #)	<ul style="list-style-type: none"> \$50.00 plus \$5.00/per site (MP1422O)
<input type="checkbox"/>	COMMUNITY EXPANSION (use existing license #)	<ul style="list-style-type: none"> \$5.00/per new site (MP1422X)

Office Use Only:
MP43601422

Office Use Only:

Check # _____
Amount: _____
Cash # _____
Lic. # _____
Issue Date _____
Exp. Date _____

PAYMENT OPTIONS:

Make checks payable to "Maine State Treasurer" - If you wish to pay by Mastercard or Visa, fill out the following:

Name of Cardholder: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

County: _____ Telephone: _____

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Professional and Occupational Regulation to charge my Visa MasterCard _____

Expiration date: ____ / ____ / ____ in the amount of \$ _____

I understand that fees are non-refundable
Signature: _____ Date: ____ / ____ / ____

APPLICATION GUIDELINE

Enclosed are all relevant materials for licensing a Manufactured Housing Community in the State of Maine. If you have any questions, you may contact the Manufactured Housing Board office at (207) 624-8612.

APPLICATION DEADLINE

Incomplete applications will be void after 6 months.

LICENSING REQUIREMENTS

To apply for new ownership of a manufactured housing community, the following must be submitted

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities; and
4. Appropriate license fee;
5. Drinking Water Approval. The application shall include **one** of the following relating to drinking water:
 - A. A letter from a public water utility that it will be supplying drinking water to the manufactured housing community. For the purpose of these rules, a manufactured housing community that sub meters water to residents shall not be deemed a public water utility;
 - B. Letter from the Drinking Water Program showing approval as a community water system by the Department of Human Services, Division of Health Engineering (207-287-2070); or
 - C. A statement from the Division of Environmental Health within the Center of Disease Control and Prevention, Department of Health and Human Services that the Private Water System meets the requirements of the Manufactured Housing Board contained in Chapter 840 of the Board's rules.
6. Wastewater Disposal. The application shall include **one** of the following relating to wastewater disposal:
 - A. An approval letter from a public sewage utility that will be handling the wastewater disposal for the manufactured housing community; or
 - B. Approval of a subsurface wastewater disposal design for the manufactured housing community by the Division of Environmental Health within the Center of Disease Control and Prevention, Department of Health and Human Services. Copies of form HHE-200 filed when the system was installed meet this requirement, and can usually be obtained from the town office or the Sub Surface Wastewater unit (207-287-2070).

To apply for an original license to operate a new manufactured housing community the following must be submitted

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities.
4. Appropriate license fee;
5. Planning and Design documents. The application shall include the following planning & design documents:
 - A. A copy of the vesting deed, option or other document showing the applicant's right, title or interest in the tract of land proposed for construction and operation of a manufactured housing community;
 - B. A copy of the vesting deed option or other document showing the location and legal description of the tract of land proposed for construction and operation of a manufactured housing community; and
 - C. A site plan prepared by a registered engineer and/or professional land surveyor licensed to practice in the State of Maine, with the required seal affixed to the plan. The scale of the plan shall be no less detailed than 1" = 100,' provided that the Board may in its discretion accept a less detailed plan if the less detailed plan allows the Board to determine whether the community meets the requirements of this chapter. The plan shall have a dimension tolerance of no more than 1% (i.e., 1' in 100' or 1° in 100°). The plan shall clearly show the dimensions and area of each site and the total area of the community, road locations and dimensions, sites, well and pump house locations, waste disposal systems, water and sewer lines, streams, culverts, and any additional detail required by the Board. The Board may waive the filing of a site plan as described in this paragraph in whole or in part, depending on the complexity of the application, if other submissions of the applicant demonstrate that the community meets the requirements of this chapter.
6. Drinking Water Approval. The application shall include one of the following relating to drinking water:
 - A. A letter from a public water utility that it will be supplying drinking water to the manufactured housing community. For the purpose of these rules, a manufactured housing community that sub meters water to residents shall not be deemed a public water utility;
 - B. Approval as a community water system by the Department of Human Services, Division of Health Engineering; or
 - C. A statement from the Division of Environmental Health within the Center of Disease Control and Prevention, Department of Health and Human Services that the Private Water System meets the requirements of the Manufactured Housing Board contained in Chapter 840 of the Board's rules.

7. Wastewater Disposal. The application shall include one of the following relating to wastewater disposal:
 - A. An approval letter from a public sewage utility that will be handling the wastewater disposal for the manufactured housing community; or
 - B. Approval of a subsurface wastewater disposal design for the manufactured housing community by the Division of Environmental Health within the Center of Disease Control and Prevention, Department of Health and Human Services.

To apply for an expansion of a manufactured housing community the following must be submitted:

1. Application for a Manufactured Housing Community License;
2. If applicant is not an individual, certificate of good standing from the Secretary of State where the applicant is registered;
3. If the applicant is a foreign entity, documentation of registration with the Maine Secretary of State Corporation Division. You may contact the Corporation Division by telephone at (207) 624-7752 for existing entities, and at (207) 624-7740 for new entities;
4. Appropriate license fee;
5. Planning and Design documents. The application shall include the following planning & design documents with respect to the proposed additional sites:
 - A. A copy of the vesting deed, option or other document showing the applicant's right, title or interest in the tract of land proposed for construction and operation of a manufactured housing community;
 - B. A copy of the vesting deed option or other document showing the location and legal description of the tract of land proposed for construction and operation of a manufactured housing community; and
 - C. A site plan prepared by a registered engineer and/or professional land surveyor licensed to practice in the State of Maine, with the required seal affixed to the plan. The scale of the plan shall be no less detailed than 1" = 100', provided that the Board may in its discretion accept a less detailed plan if the less detailed plan allows the Board to determine whether the community meets the requirements of this chapter. The plan shall have a dimension tolerance of no more than 1% (i.e., 1' in 100' or 1° in 100°). The plan shall clearly show the dimensions and area of each site and the total area of the community, road locations and dimensions, sites, well and pump house locations, waste disposal systems, water and sewer lines, streams, culverts, and any additional detail required by the Board. The Board may waive the filing of a site plan as described in this paragraph in whole or in part, depending on the complexity of the application, if other submissions of the applicant demonstrate that the community meets the requirements of this chapter.
6. Drinking Water Approval. The application shall include one of the following relating to drinking water with respect to the proposed additional sites:

- A. A letter from a public water utility that it will be supplying drinking water to the manufactured housing community. For the purpose of these rules, a manufactured housing community that submeters water to residents shall not be deemed a public water utility;
 - B. Approval as a community water system by the Department of Human Services, Division of Health Engineering; or
 - C. A statement from the Maine Department of Human Services, Division of Health Engineering that the private water system meets the requirements of the Manufactured Housing Board contained in Appendix A to Chapter 850 of the board's rules.
7. Wastewater Disposal. The application shall include one of the following relating to waste water disposal with respect to the proposed additional sites:
- A. A letter from a public sewage utility that will be handling the wastewater disposal for the manufactured housing community; or
 - B. Approval of a subsurface wastewater disposal design for the manufactured housing community by the Department of Human Services, Division of Health Engineering.

FEE SCHEDULE:

All fees are non-refundable and must accompany your license application. Checks should be made payable to: Maine State Treasurer. Fees will be charged for the following

New Communities

- \$50.00 plus \$5.00/per site

New Ownership

- \$50.00 plus \$5.00/per site

Community Expansion

- \$ 50.00 plus \$5.00/per new site

APPLICATION FOR A MANUFACTURED HOUSING COMMUNITY LICENSE

OWNER INFORMATION			
FULL LEGAL NAME			
FEIN OR SSN			
PHYSICAL ADDRESS			
CITY	STATE	ZIP	COUNTY
MAILING ADDRESS			
CITY	STATE	ZIP	COUNTY
PHONE # ()	FAX # ()	E-MAIL	
IN THE SPACES BELOW PLEASE LIST THE FULL LEGAL NAME OF ALL PARENT OR SUBSIDIARY CORPORATIONS OF THE APPLICANT			
Name:		Address:	
Name:		Address:	
Name:		Address:	

If Owner is a Corporation list Name(s) and addresses of Owner(s), Partners or Corporate Officers. Attach additional Sheet(s) if necessary.

If applicant is not an individual, certificate of good standing from the Secretary of State where the Applicant is registered.

NAME & ADDRESS OF OWNER(S)/PARTNERS/CORPORATE OFFICERS		TELEPHONE NUMBER AND EMAIL ADDRESS	
Name		Position in Company	
Address		STATE	ZIP CODE
Name		Position in Company	
Address		STATE	ZIP CODE
Name		Position in Company	
Address		STATE	ZIP CODE

For New Ownership Only

List the name of the former owner, the name of the community under that owner, and license number:

For Community Expansion Only

Existing licensed sites _____ Expansion sites _____ Total number of sites _____

For All Community Applications

1. How is the drinking water to be supplied to the site?

- ☐ Off-site Public Utility
- ☐ Community Water System
- ☐ Private Water System. List the number of wells currently in use _____. List the identification number of most recent analysis: _____. Attach the results of the most recent analysis.

2. How is the wastewater to be disposed of?

- ☐ Individual septic system
- ☐ Central on-site disposal with collection lines by applicant
- ☐ Off-site public utility

3. Community Operation Information

- a. Current number of sites that are occupied _____
- b. Are there any age or income restrictions? ☐ Yes ☐ No
If yes, please list the restrictions _____
- c. Is this community seasonal? ☐ Yes ☐ No
- d. Maximum lot rent in effect at the time of this application \$ _____
- e. Minimum lot rent in effect at the time of this application \$ _____

4. Services: Please indicate in the table below if the following services are included in the lot rent or if an additional charge is assessed. If an additional fee is assessed, please indicate the cost of that service to the community resident.

SERVICES	Included in lot rent	If not included in lot rent, monthly cost to tenant
Pets	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Ground maintenance / snow removal	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trash pickup/ dumpster	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Laundry Facility	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Additional storage	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Vehicle fees	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other Fees- (describe)	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE READ THE STATEMENT BELOW AND SIGN AS YOUR TESTAMENT TO THE INFORMATION PROVIDED ON THIS APPLICATION

BY MY SIGNATURE, I AFFIRM THAT ALL INFORMATION PROVIDED IN CONNECTION WITH THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF, WITH THE UNDERSTANDING THAT ANY OMISSIONS, INACCURACIES, OR FAILURE TO MAKE FULL DISCLOSURE MAY BE DEEMED SUFFICIENT REASON TO SUSPEND OR RECOMMEND REVOCATION OF A LICENSE ISSUED BY THE DEPARTMENT.

Signature of Applicant _____ Date _____

Printed Name and Title _____

MANUFACTURED HOUSING BOARD
STATE OF MAINE

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION -
OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION

Mailing Address: 35 State House Station, Augusta, Maine 04333 **Courier/Delivery address:** 76 Northern Avenue, Gardiner, Maine 04345

Phone: (207) 624-8612 Fax: (207) 624-8637 TTY users call Maine Relay 711 Web: www.maine.gov/professionallicensing

Frequently Asked Questions:

- **Where do I send my application?** Our mailing address is 35 State House Station, Augusta, Maine 04333-0035
- **Where are you located?** 76 Northern Avenue, Gardiner, Maine.
- **What hours are you open?** 8:00 am to 5:00 pm weekdays
- **Can I come to Gardiner to drop off my application?** Yes. You will not leave with a license, though.
- **Can I come to Gardiner to pick up my license?** No. Your license will be mailed to you.
- **How long does it take to process an application?** You can check our website: www.maine.gov/professionallicensing. Your license will show up as PENDING at first; as soon as your status is ACTIVE you are authorized to practice.
- **How far back do I go answering the criminal question?** Any conviction, ever.

NOTICES

BACKGROUND CHECK: Pursuant to 5 M.R.S.A. §5301 - 5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Professional and Occupational Regulation requires a criminal history records check as part of the application process for all applicants.

PUBLIC RECORD: This application is a public record for purposes of the Maine Freedom of Access Law (1 MRSA §401 et seq). Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number and credit card information) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers and mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.

SOCIAL SECURITY NUMBER: The following statement is made pursuant to the Privacy Act of 1974. Disclosure of your Social Security Number is mandatory. Solicitation of your Social Security Number is solely for tax administration purposes, pursuant to 36 MRS §175 as authorized by the Tax Reform Act of 1975 (42 USC §405(c)(2)(C)(i)). Your Social Security Number will be disclosed to the State Tax Assessor or an authorized agent for use in determining filing obligations and tax liability pursuant to Title 36 of the Maine Revised Statutes. No further use will be made of your Social Security Number and it shall be treated as confidential tax information pursuant to 36 MRS §191.

Before you seal the envelope, did you:

- Complete every item on the application (incomplete applications may be returned)
- Sign and date your application
- Include correct amount (payable to Maine State Treasurer) or credit card information (plus signature)
- Make a copy of your application to keep for your records
- DO NOT SEND CASH.