



# TROUP COUNTY GEORGIA

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## Manufactured Housing Unit Placement Application

Updated August 1<sup>st</sup>, 2025

THIS APPLICATION DOES NOT ENSURE A DECAL OR BUILDING PERMIT WILL BE ISSUED.

First, check to see if the subject property (the property for which the MHU is requested) is governed by any restrictive covenants. Restrictive Covenants are private restrictions on the use of land and are basically private agreements or contracts. They are usually recorded either on a deed, subdivision plat, or as an addendum to a subdivision plat. Restrictive Covenants are legally binding upon all property owners referenced on the deed or subdivision plat, including subsequent owners, for the time period as established on the deed or plat.

Since they are private agreements or contracts and Troup County is not a part of the covenant, only the parties subject to the covenants may enforce them. Troup County cannot enforce private covenants. In order to enforce covenants, affected persons will need to file a civil action in Superior Court. A lawyer will need to be contacted to assist with the filing. If the proposed MHU violates your property covenants, you might become the focus of a civil action. A MHU placement approval, decal or building permit is not authorization to violate covenants and will not protect you in a lawsuit or civil action brought by your Property Owners Association, landlord or property manager.

For information about obtaining a copy of your subdivision covenants, please contact your Homeowners' Association or the Deeds & Records' office of the Clerk of Superior Court in the Troup County Government Services Center between the hours of 8:00 am and 5:00 pm, Monday through Friday, except holidays.

### **Troup County Manufactured Housing Unit (MHU) Application**

Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management, and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

For many years, some homebuyers have opted for manufactured homes for a variety of reasons including affordability, speed of availability, and the variety of options. To balance the need to maintain quality, safety, and value along with the aesthetic qualities of Troup County, the Manufactured Housing Unit Article of the Troup County Zoning Ordinance was approved. To achieve these goals, the adopted regulations provide for the same standards for all homes in Troup County whether Manufactured, Site-Built or Systems-Built. Manufactured Homes located within a specific zoning district called Manufactured Home Parks have slightly different standards. No Recreational Vehicle (RV) complies with the standards for permanent housing.

Residential Standards					
Building Type	Width	Roof Pitch	Minimum		Maximum Height
			Heated Sq Ft		
			Maximum	Minimum	
Manufactured Home Unit (Manufactured Home Park) **	12'	3:12		720	40'
Manufactured Home Unit (AG parcel) **	24'	5:12		1,000	35'

### **Building Typology Table**

Building Type by Zoning District	AG	AG-R	LR	SU-R	SU-VL	UR-VL	LC	HC	LI	HI	SD-MH
Manufactured home	P										P

The minimum lot size for the placement of a mobile home must comply with the zoning district the parcel is located in. See the Zoning Table below.

- Setbacks (distance from property-line or road center line to the MHU) and minimum road frontages must be met. See the Zoning Table below.
- An address assignment application may be necessary unless the MHU is replacing an existing unit with an appropriate address.

- Manufactured Housing Units (MHU's) replacing existing MHU's may be approved in the Community Development office if the proposed replacement unit meets all of the standards above. Existing units will be determined by information from the Property Appraisal Office's Property Record Card. If any of these standards are not met, the applicant may seek approval from the Board of Commissioners.
- Any existing residential unit on the proposed home site must be demolished or moved. A Demolition Permit or Moving Permit may be required prior to receiving a Building Permit for the new MHU.

### Space Dimensions Table

SPACE DIMENSIONS	AG	AG-R	SU-R	LR	SU-VL <sup>5</sup>	UR-VL <sub>3,5</sub>	LC	HC	LI	HI
Maximum Building Coverage (% of individual lot area)	N/A	N/A	N/A	N/A	N/A	60%	60%	70%	70%	70%
Maximum Impervious Coverage	N/A	N/A	N/A	N/A	N/A	70%	70%	80%	80%	80%
District area (min) <sup>1</sup>	5 acres	2 acres	1.5 acres	2 acres	25 acres	50 acres	1 acre	5 acres	25 acres	25 acres
Individual lot area (min) <sup>1</sup>	5 acres <sub>2</sub>	2 acres <sub>2</sub>	1.5 acres <sub>2</sub>	2 acres <sub>2</sub>	1 acre	5,000 sq ft	1 acre	1 acre	1 acre	1 acre
Public water requirement <sup>4</sup> (Well or Public Water)	Well	Well	Well	Well	Public Water	Public Water	Well	Public Water	Public Water	Public Water
Public sewer requirement <sup>4</sup> (Septic or Decentralized Sewer)	Septic	Septic	Septic	Septic	Septic	Dec. Sewer	Septic	Dec. Sewer	Dec. Sewer	Dec. Sewer
Lot width at setback line (minimum, feet) <sup>7</sup>	220	150	150	175	100	60	100	100	100	100
Building height (maximum, feet) <sup>7</sup>	40	40	40	40	40	85	40	40	40	40
Side yard (minimum, feet) <sup>7,8</sup>	50	30	20	20	20	5	20	20	20	20
Road/Street side yard (minimum, feet) <sub>7,8</sub>	50	40	40	50	20	10	40	40	40	40
Rear yard (minimum, feet) <sup>6,7,8</sup>	50	40	40	50	40	30	40	40	40	40
Front yard, Arterial (minimum, feet) <sup>7</sup>	145	125	120	130	120	100	100	200	125	120
Front yard, Collector (minimum, feet) <sup>7</sup>	125	100	100	120	100	50	80	150	100	100
Front yard, Local (minimum, feet) <sup>7</sup>	100	90	90	100	90	25	80	150	100	100

### Instructions

- Please read the full application packet carefully.
- Provide all requested information. If something doesn't apply, write N/A (not applicable).
- This application is for the placement of a Manufactured Housing Unit. The application begins the review process for new MHU's and the property's conformance with adopted standards. The application and fee do not guarantee authorization to place a MHU in Troup County. Please read all requirements, conditions and standards before you apply.
- We will complete the administrative review as timely as possible. If it is determined that a Board of Commissioners (BOC) review is necessary, the application is considered complete upon payment of the additional BOC review fee. Additional fees pay for required processing, advertising and sign costs. The Placement Application fees do not include registration, taxes/decals, or permit fees.

### Applicant Information

- This is the person completing the application. The applicant should be the proposed MHU owner, but not necessarily the proposed resident. Provide the current home address and phone number as well as current mailing address if different.

### Subject Property Information

- *Assessor parcel number (APN)* – available from your deed, property tax bill, and/or the Property Appraisal Office located in the Government Services Center, or online at the Troup County website (<http://www.troupcountyga.org>).
- *Street Address and Zip Code* – the physical site address for which the MHU is proposed. If there isn't an assigned street number, provide the street name. If there is no street number or the proposed location isn't part of a subdivision, you will need to apply for an address assignment before the building permit is issued.
- *Acres* – the lot size of the subject property. The Property Record Card (PRC) is considered the official record.

- *Conservation Use* - If your property is in a conservation covenant, consider conferring with the Property Appraisal Office before submitting your application.
- *Zoning District* – the zone according to the Troup County Official Zoning Map at the time of the application.
- *Present use* – list all present uses, include its residential use and any other previously approved special or conditional uses.
- *Mobile Home Park?* –If yes, provide the name and lot number of the park. If not, mark “N/A”.
- *Zoning and use of adjacent properties* – for every property that borders the subject property, list the zoning (SFMD, AGR, GC, etc.) and the present use (residential, commercial, undeveloped, school, church, etc.).
- *Owned or Rented?* – Do/will you own or rent the parcel of land for the proposed placement? If you do/will rent, you must provide the owner and contact information and the owner must sign the application.
- *Property Owners Name and Address* – provide information for the property owner. The PRC is the official record to determine the owner of record. The owner must sign the application.

#### **MHU Information**

- *Replacement MHU?* – If not a replacement, mark those spaces “N/A”. If yes, provide the current unit’s serial number and decal #. If already moved or demolished within the last 12 months, provide a copy of moving permit or demolition permit. Decal and property taxes must be current for administrative approvals.
- *MHU Make & Model* – Provide the make and model of the proposed new unit.
- *Expected delivery (install date)* – What date do you expect delivery?
- *Rent or Occupy?* – Do you plan to live in the new unit yourself, or rent it out?
- *Dimensions* – the basic width and length of the proposed unit.
- *Total HSF* – the total Heated Square Feet (HSF), not including any porches, decks or attached or detached garages.
- *Year* – the model year of the unit.
- *Roof pitch* – the slope of the roof. This is expressed as some number for every 12 inches. For example, a “5/12” roof pitch, sometimes expressed as “5 on 12”. The dealer should have this information and it must be provided on the invoice.
- *Dealer information* – provide name and phone number of dealer (or mover if purchased from an individual).
- *Name and Signature* – your printed name and signature indicate that you’ve read the Manufactured Housing Unit materials and understand the restrictions and conditions. If you’re not the property owner, the owner must sign and is responsible that the unit meets the standards and regulations of Troup County.

#### **Additional Information (Following Page)**

- *Lot or parcel sketch* – provide a Site Plan of the lot or parcel of the proposed location. Indicate the length in feet of each property line. Attach a survey if one is available. Indicate the proposed location of the unit on the drawing.
- *Additional Information* – use the next block space on the following page to provide additional information that might not fit in the provided spaces on the main application form.



TROUP COUNTY  
GEORGIA

# Manufactured Housing Unit Application

Community Development  
100 Ridley Ave, Suite 1300  
LaGrange, GA 30240  
Phone: (706) 883-1650 Fax: (706) 883-1653



TROUP COUNTY  
GEORGIA

New Placement	Application Date:		By:	#:
Replacement	Application Date:	Fee: \$100	Receipt #:	By:

**Please read the following and attached materials before applying.**

**DISCLAIMER: Please read all instructions carefully.** Information provided must be confirmed by current Property Records maintained by the Troup County Property Appraisals Office. Additional decals and permits are necessary. See Information and next steps. **Incomplete applications will not be reviewed or processed. Please enter N/A if a question is not applicable. Fees are non-refundable.**

**APPLICANT INFORMATION**

Applicant's Name	Current Home Address	City/State	Zip	Phone
Mailing Address	City/St/Zip		E-mail	

**SUBJECT PROPERTY INFORMATION**

Assessor Parcel Number	Street Address (street name if no address)	City/Zip	# of Acres
- - -			
Conservation Land?	Zoning	Present Use	MHP? Name/Lot #
<input type="checkbox"/> Yes <input type="checkbox"/> No			

**Zoning/Use of Adjacent Properties**

NORTH	SOUTH	EAST	WEST

☐ OWNED  
☐ RENTED

**IF RENTED, PROPERTY OWNER MUST SIGN. IF PURCHASED NOT CLOSED AT TIME OF APPLICATION, PROVIDE PURCHASE AGREEMENT OR OWNER MUST SIGN.**

Property Owner's Name	Mailing Address	City/State/Zip	Phone

**MHU INFORMATION**

Is this a replacement MHU?		MHU Make/Model		Expected delivery date	
<input type="checkbox"/> Yes	Serial #	/		Will you <input type="checkbox"/> Rent or <input type="checkbox"/> Occupy	
<input type="checkbox"/> No	Decal #				
Dimensions	Total HSF	Year	Roof Pitch	Dealer Info:	
X			/	Name:	Phone:
By signing this application, you affirm that the information provided is factual to the best of your knowledge.			Print Owner/Applicant Name	Signature	

**Office Use Only Below**

Variances Required	Address Assignment confirmed?	
ADMINISTRATIVE	<input type="checkbox"/> Approve <input type="checkbox"/> Deny:	Date:

*Additional Conditions, Comments and Information*

Provide Lot Sketch and/or Dimensions Below or Attach Survey

Additional Applicant, Subject Property and Request Information

***Office Use Only*** - Review Comments

***Office Use Only*** – Conditions & Restrictions to Approved Manufactured Unit Placement



CHECK LIST AND PLACEMENT APPROVAL  
PROGRESS

1. Pick up an application packet from Community Development to learn Troup County Manufactured Home standards. The application may be approved in the office or by the Board of Commissioners.

2. Upon approval, visit the Property Appraisal office to add the proposed home to the digest.

3. The Tax Commissioner can then give the applicant a decal.

4. Health Department permit(s) for septic system and/or well will be required before a building permit may be issued. A letter from a sewer service provider may substitute for a Health Dept. permit if sewer is available.

5. The Community Development office may then issue a building permit for the new home. A demolition permit may also be required at that time. Finally, a final building inspection is required, before the new MHU may be occupied.

STEP	DATE	SIGNATURE
1. Application Review (application, floor plan, sales worksheet or purchase agreement)		
2. Survey for new parcel		
3. Administrative / Board Review		
4. Driveway/Land Disturbance		
5. Septic/Well Permit		
6. Demolition Permit		
7. Building Permit		
8. Address Assignment		