



**CITY OF HORSESHOE BAY**

1 Community Drive  
P.O. Box 7765  
Horseshoe Bay, Tx 78657  
830-598-9959

**DEVELOPMENT SERVICES DEPARTMENT**

DEVELOPMENT PROJECTS/PERMITS/INSPECTIONS  
PLATTING/PLANNING & ZONING/BOARD OF ADJUSTMENT  
CODE ENFORCEMENT

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## **New Manufactured Home Permit Application Checklist**

Along with the completed permit application, these items are required to be turned in and/or expressly written on plan sheets for permit review, no exceptions:

- \_\_\_\_\_ HUD Certification and Number
- \_\_\_\_\_ Permanent Concrete Foundation designed by a registered engineer
- \_\_\_\_\_ Tie Down and Pier Schedules designed by a registered engineer
- \_\_\_\_\_ Site Plan with property lines labeled and proposed distances to property lines from home and all accessory structures (porches, carport, etc.)
- \_\_\_\_\_ All 4 exterior elevations plan
- \_\_\_\_\_ Floor Plan with heated and cooled living space square foot calcs
- \_\_\_\_\_ Skirting installed to match min. requirements of City Ordinance
- \_\_\_\_\_ Paved driveway not less than 400 sq ft & min width of 12 ft
- \_\_\_\_\_ Garage or Carport to match min. requirements of City Ordinance, with engineer design for structure and tie down required
- \_\_\_\_\_ Porches/decks are required at every exterior door, and shall have a combined area not less than 150 sq ft, & not less than 36" in direction of travel at each door
- \_\_\_\_\_ Roof pitch expressly listed on the plans, no less than 3:12
- \_\_\_\_\_ Max building height above final grade expressly listed on the plans, no more than 20' for Manufactured Homes or, 32' or 2 stories for Modular Homes
- \_\_\_\_\_ Existing vegetation should be preserved where possible. All disturbed areas shall be planted with shrubs, sod and/or hydro-mulched upon completion of construction & prior to Certificate of Occupancy. Dead vegetation shall be removed immediately.
- \_\_\_\_\_ A licensed plumber and electrician must install the grinder system.

### **Additional Acknowledgements:**

- \_\_\_\_\_ You must install a yard light with address numbers.
- \_\_\_\_\_ An official survey of concrete forms is required to be approved by Development Services prior to concrete pour, and prior to first inspection.
- \_\_\_\_\_ A Final Inspection does not grant Occupancy! You must obtain a Certificate of Occupancy from Development Services prior to occupying the building with either items or persons. Contact Development Services to learn how to obtain a Certificate of Occupancy during the final stages of your install or build.

The City of Horseshoe Bay is a unique place that prides itself as a world class resort and retirement community. Keeping in line with the mission statement to preserve our heritage and plan for our future, you will find that the minimum standards for installing a manufactured home are no less stringent than those required to build a site-built home. Properties that are in the M-1 Zoned area in Horseshoe Bay South can now install manufactured homes or erect modular homes in accordance with the current building codes.

The checklist includes all the items required when submitting for a permit for a new manufactured home. Other items that you should be aware of are that you will be required to have a licensed plumber and electrician install the grinder system and connect it to the home. Also, anyone doing work on the home, or contractor that you use to install the home must be registered with the City of Horseshoe Bay prior to requesting a permit for the work. Included in the information below is the name of the contact person with the Architectural Control Committee, who will also need to review your plans. The pages that follow include the Ordinance's full language.

**Pedernales Electric Co-op**

Ph# 888-554-4732

**Horseshoe Bay Architectural Control Committee**

Dolly Morgan

Horseshoe Bay Resort

101 Horseshoe Bay Blvd

Phone# 830-598-3984

Email is [hsbresortACC@hsbresort.com](mailto:hsbresortACC@hsbresort.com)

**Utility Fees**

Water Tap/Meter = \$3,690

Sewer Tap = \$3,690

Grinder Equipment = \$3,250

Deposit = \$200

Total = \$10,830

Note: These fees change every October. Please check back again if you have not started the permit process by Oct. 1

**Permit Fees**

\$0.35 per square foot, plus \$100, and then add a deposit amount that matches the first two fees

**Chapter 14, Art 14.02, Div 3, Sec 14.406**

(i) The following provisions shall be applicable to all land within Zone 4B Horseshoe Bay South classified as M-1 Manufactured Home. (Ordinance 2021-12, sec. IX, adopted 4/13/21)

(1) Uses permitted.

(A) One single-family manufactured home on a lot. Double trailers such as doublewide and triple wide units designed to form one complete dwelling may be placed on a lot.

(B) One single-family modular home may be built on a lot.

(C) Accessory buildings and accessory structures as defined and regulated in this section.

(Ordinance 2021-12, sec. X, adopted 4/13/21)

(2) Maximum height.

(A) Manufactured homes shall not exceed twenty (20) feet above the highest natural contour line of the applicable lot.

(B) Modular homes shall be permitted up to two (2) stories not to exceed thirty-two (32) feet above the highest natural contour line of the applicable lot.

(Ordinance 2021-12, sec. XI, adopted 4/13/21)

(3) Minimum yard requirements. Except where there is specifically designated on an approved plat, which specification shall control, the following apply:

(A) Front yard setbacks shall conform to a minimum depth of ten (10) feet from the front lot line to the closest structural projection, including porches, but not including awnings, overhangs, or planters.

(B) A side yard setback shall be maintained of at least five (5) feet in depth from all side lot lines to the building line of any structure, with a minimum clearance of forty (40) inches from awnings or other projections to the side property line. Corner lots shall maintain a minimum setback of ten (10) feet from the side street line.

(C) A rear yard shall be maintained of at least fifteen (15) feet from the rear lot line to the nearest building line, excepting fences, walls, and hedges when used as a property or boundary line separation.

(4) Maximum area of dwelling. No more than fifty percent (50%) of the total lot area shall be covered by a mobile home and other structures.

(Ordinance 07-09-18E, sec. 3.6, adopted 9/18/07)

(5) Minimum dwelling unit size. All manufactured homes and modular homes shall require a minimum of seven hundred (700) square feet for the living area in the dwelling portion of the manufactured home or modular home. (Ordinance 2021-12, sec. XII, adopted 4/13/21)

(6) Permanent foundation. All manufactured homes and modular homes shall be placed on a permanent concrete foundation which provides anchors and tie-downs that secure and stabilize the manufactured home according to the manufacturer's specifications. Such tie-downs shall be installed and maintained in conformance with the most current adopted codes and standards from the Texas Manufactured Housing Standards Code, the Texas Administrative Code for Manufactured Homes, and the HUD-Permanent Foundation Guide for Manufactured Housing: September 1996 and all subsequent updates. Modular homes shall follow all foundation and building requirements of the City of Horseshoe Bay adopted edition of the International Residential Code. (Ordinance 2021-12, sec. XIII, adopted 4/13/21)

(7) Garage or carport. All lots with a manufactured home or modular home shall provide a garage or carport of no less than 200 square feet per dwelling unit. All garages and carports shall be installed to the standards in section 14.02.406(i)(10)(E). (Ordinance 2021-12, sec. XIV, adopted 4/13/21)

(8) Reserved. (Ordinance 10-04-20A, sec. (c), adopted 4/20/10)

(9) Awnings. Open and closed awnings shall be permitted. (Ordinance 07-09-18E, sec. 3.6, adopted 9/18/07)

(10) Minimum development standards. The following minimum standards are required to be met for any manufactured home or modular home to be located on a lot, including:

- (A) Skirting. Skirting is required on all manufactured homes installed above grade:
- (i) Skirting shall be installed on a concrete footing so there is no visible gap between the finished floor and the ground.
  - (ii) Skirting shall be installed on all sides of the dwelling unit and be a continuous, complete, opaque, and rigid surface that lends permanency to the appearance of the unit and totally screens the crawl space under the unit.
  - (iii) Skirting shall provide for adequate drainage and ventilation.
- (B) Driveway. A paved driveway of not less than 400 square feet with a minimum width of 12 feet shall be provided onto the lot. The driveway shall provide space to park a minimum of 2 cars. The driveway shall be paved all the way to the edge of pavement of paved streets or to the edge of right-of-way if the street is not paved prior to issuance of certificate of occupancy. No parking shall be permitted on any street or any vacant lot.
- (C) Lot coverage. All structures and buildings including manufactured homes, modular homes and accessory structures and any carports, decks, patios or stairways attached thereto, and parking areas shall not cumulatively cover more than 60 percent (60%) of the total area of an individual lot.
- (D) Colors of buildings. Accessory buildings shall be the same color as the home.
- (E) Garages and carports. A garage or carport is required for each lot. The garage or carport shall meet the following minimum standards:
- (i) Carports shall be open on not less than two (2) sides. Carports not open on two or more sides shall be a garage and shall comply with provisions for garages.
  - (ii) The garage or carport shall be over a paved driveway.
  - (iii) The garage or carport shall be the same color as the manufactured or modular home. Specific types of material excluded are preformed, corrugated, or ribbed metal, and fiberglass or plastic sheets or panels. Metal may be used for the walls of the unit provided they have a factory applied and painted finish closely matching the color of the primary residence. Standard concrete masonry units (cinder blocks) shall have an exterior finish.
  - (iv) Flat roofs are not permitted.
  - (v) Pre-manufactured, and other carport construction that utilizes structural steel members or steel pipe shall require design approval by a professional engineer, and all foundation plans for anchoring the carport structure to a permanent foundation must be approved by the building official, as part of the required building permit.
- (F) Accessory buildings and accessory structures. Accessory buildings and accessory structures may be constructed or placed in conjunction with a manufactured home or modular home in accordance with the following requirements:
- (i) The garage or carport is an accessory building.
  - (ii) Accessory buildings, fences and walls are also accessory structures.
  - (iii) All accessory buildings and accessory structures shall require a building permit.
  - (iv) No accessory building or accessory structure shall be placed on a vacant lot.

(v) Accessory buildings and accessory structures shall be properly maintained in a clean and sanitary condition and free from physical hazards and other matter detrimental to the public health or create a nuisance.

(vi) Accessory buildings other than carports and garages cannot exceed 10' by 12' and shall have a height not to exceed 15 feet above the highest natural contour line of the applicable lot.

(vii) Accessory buildings shall not be used as a dwelling unit.

(viii) Accessory buildings shall not obstruct emergency or firefighter access.

(ix) Accessory buildings shall not be located in the front yard or within 5 feet of the rear or side lot lines.

(x) Accessory structures shall be the color of the natural material or when painted or stained will be a color that matches or compliments the home.

(G) Porch, deck, patio and exterior door landings. A porch, deck or patio is required at the front door or rear door of the manufactured home or modular home. This may be part of the manufactured home or modular home or installed after the home is moved into place or built on the lot. An exterior door landing is required for all exterior doors, all rear, back and side doors. The width of each exterior door landing shall not be less than the door served. Every exterior door landing shall have a dimension of not less than thirty-six (36) inches measured in the direction of travel. The front or rear porch, exterior door landings, decks and/or patios shall have a combined area of not less than 150 square feet. Any porch, deck, patio, or exterior door landing shall require a building permit.

(H) Fences. Fences must not exceed seven (7) feet in height. Fences may not be chainlink, barbed wire, cyclone, or hurricane type fences. Wooden privacy fences are permitted. Fences shall not be located closer to the street than the front yard setback. Picket fences or similarly open fences with pickets at least 2-1/2 inches apart but not more than 4 inches apart and no more than 3 feet in height are permitted in the front yard setback.

(I) Storage. Watercraft, trailers, equipment, and any outdoor storage is permissible in the side yard and rear yard if screened from view from the street by a privacy wall or fence. The parking or storage of watercraft and/or watercraft trailers exhibiting a current registration and license plate is permitted on a driveway or under a carport.

(J) Erosion sedimentation control. Existing vegetation should be preserved if at all possible. All disturbed areas shall be planted with shrubs, sod and/or hydro-mulched upon completion of construction and prior to certificate of occupancy. Dead vegetation shall be removed immediately.

(K) Transportation apparatus. All wheels, axles, tongue, towing apparatus, and transportation lights shall be removed prior to occupancy of the dwelling unit. Tongues that are stored on site shall not be visible.

(L) Roofline. The roof of all manufactured homes and modular homes shall have diverse or varied exterior planes of the building (roofline) with a minimum roof pitch of 3:12 (3 inches of rise in 12 inches of run).

(M) Additions. Heated and/or cooled living area additions are prohibited for manufactured homes.

(Ordinance 2021-12, sec. XV, adopted 4/13/21)