

INSTRUCTIONS FOR SUBMITTING MANUFACTURED HOME COMMUNITY VARIANCE REQUESTS

A manufactured home community (MHC) owner may submit to the Manufactured Housing Commission (Commission) a written request for a variance to the development, design, and construction standards established in the Michigan Manufactured Housing General Rules (Rules). The Commission may grant a variance to a MHC owner who sufficiently justifies the request with documented evidence proving that an exceptional practical difficulty would result from developing a new or expanded development according to the Rules. **The Commission issues two (2) types of variances.** The procedures a MHC owner must follow to obtain each type of variance are explained below:

1. **Rule 948 variance.** Sanctions development deviations from the Rules.

- a. Our office must receive the written request and all clarification, diagrams, and documentation no later than 30-days before the Commission meeting at which the variance will be considered. Otherwise, the variance request will be rescheduled for the subsequent Commission meeting. Incomplete submissions will not be evaluated.
- b. The request must identify the rule and subsection to be waived, and explain and justify the variance, as outlined in Rule 948. **The local government clerk where the variance is sought and all community residents on sites immediately adjacent to the site or structure for which the variance is sought must be notified in writing that the variance is being filed with the Commission. The request must also indicate:**
 - 1) When the home in question, and all surrounding homes were installed.
 - 2) When the site in question, and all surrounding sites were built.
- c. The minimum standard to which a MHC must be maintained is the manufactured housing regulation in effect when the community was licensed. Rule 947a details this policy, as well as the minimum four-foot spacing provision for homes in pre-March 1979 communities.
- d. To more fully justify a request, MHC owners need to submit diagrams showing:
 - 1) The locations of all outside doors of the homes on lots for which variances are requested.
 - 2) The locations of the hitches on these homes.
 - 3) Four-way distance measurements between homes on lots proposed for variance and all surrounding homes, structures, boundaries, and road and sidewalk edges.
 - 4) The end (smallest side)-to-end measurements between each of the homes cited and those homes or structures behind them.
- e. MHC owners should also submit a signed affidavit verifying the accuracy of all measurements cited and diagrammed for the variance request. **Street sign waiver requests [Rule 703 (3)] must have written fire, police, EMS, and postal agency support.**
- f. A variance applicant who seeks to combine or change existing licensed manufactured home sites must first obtain a completed construction plan review and denial from the Bureau of Construction Codes before the Commission will consider a variance request to do so.
- g. The MHC owner or representative must attend the Commission meeting at which the variance will be considered, and must be prepared to explain the request.
- h. The Commission will issue an Order that approves, denies, or conditionally approves the variance request. The variance filer, or the local government may petition the Commission for a hearing on a variance decision, under Rule 130.

2. **P-trap variance.** Authorizes sewer connections on sites without P-traps.

- a. See step 1(a) and the first paragraph of step 1(b). Your written request must include copies of your P-trap diagram, letters to the local clerk and the MHC residents.
- b. Upon receipt of your documentation, we will submit your request to the Commission. The MHC owner need not attend the Commission meeting. Only HUD-coded units can be sited on lots with P-trap variances.
- c. See step 1(g). The MHC owner must sign all P-trap variance requests.

Questions regarding variance requests may be directed to the Building Division at (517) 241-9317, and requested information should be forwarded to the division at one of the following addresses depending on delivery service used.

U.S. Postal Service

MI Dept of Licensing and Regulatory Affairs
Bureau of Construction Codes
Building Division
P.O. Box 30254
7150 Harris Drive
Lansing, MI 48909

Courier Other Than U.S. Postal Service

MI Dept of Licensing and Regulatory Affairs
Bureau of Construction Codes
Building Division
2501 Woodlake Circle
Okemos, MI 48864