

**Plan Review Application**

Brown-Nicollet Environmental Health  
622 South Front Street  
St. Peter, MN 56082

Phone: 507-934-7089 Fax: 507-934-7170



**Mail or Courier Drop-Off:**

Brown-Nicollet Environmental Health  
622 South Front Street  
St. Peter, MN 56082

Phone: 507-934-7089 Fax: 507-934-7170

**Plan Review Application—NEW / EXPANSION  
Manufactured Home Park and/or Recreational Camping Area**

*Submit a complete set of plans to the above address, at least 30 days before construction begins.*

**Check the Applicable Box Below:**

New License for Manufactured Home Park

Total # of Sites: \_\_\_\_\_

New License for Recreational Camping Area

# of Independent Camp sites: \_\_\_\_\_

(with sewer connection)

# of Dependent Camp sites : \_\_\_\_\_

(tent or RV sites without sewer connection)

Additional Sites for Manufactured Home Park

# of Additional Sites: \_\_\_\_\_

Additional Sites for Recreational Camping Area

# of additional Independent Camp sites: \_\_\_\_\_

(with sewer connection)

# of additional Dependent Camp sites : \_\_\_\_\_

(tent or RV sites without sewer connection)

Proposed date for start of construction: \_\_\_\_\_

Proposed date for completion of construction: \_\_\_\_\_

**Park / Camp Information**

Park / Camp Name: \_\_\_\_\_

Park / Camp Address: \_\_\_\_\_  
Street/PO Box City State Zip

County: \_\_\_\_\_ Email Address: \_\_\_\_\_

Business Phone # : \_\_\_\_\_ Website: \_\_\_\_\_

Type of Operation:  Year Round  Seasonal : months of operation: \_\_\_\_\_ to \_\_\_\_\_

Check All That Apply:  Private Water  Private Sewer  Municipal Water  Municipal Sewer

Specify the Number of Fixtures, if Provided:

	Flush Toilets	Privies	Showers	Urinals	Sinks
Men					
Women					

Is there a swimming pool or spa pool operated for public use on the premises?  Yes  No

Is there food and/or beverage service at the park/camp?  Yes  No

**RCA's Only:**

Is there camper cabins at the camp?  Yes  No

**Manufactured Home Parks Only:**

Date of Evacuation plan approval: \_\_\_\_\_

**OR** Date of Storm Shelter construction: \_\_\_\_\_

**Completion of entire application is REQUIRED.**

**For Office Use Only:**

Date Received:

**Owner Information:**

Owner's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street/PO Box City State Zip

Contact Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Contractor/Architect/Engineer Information (if different from owner):**

Name or Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name : \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

## Fee Schedule

### New Construction/Expansion of MHP/RCA

**Plan Review Fees for Manufactured Home Parks and Recreational Camping Areas:**

< 35 new sites = \$55.00 + # of new sites x \$5.58 \$ \_\_\_\_\_

> 35 new sites = \$105.00 + # of new sites x \$5.58 \$ \_\_\_\_\_

< 35 additional sites = \$55.00 + # of additional sites x \$5.58 \$ \_\_\_\_\_

> 35 additional sites = \$55.00 + # of additional sites x \$5.58 \$ \_\_\_\_\_

**Total Plan Review Fee Submitted** \$ \_\_\_\_\_

**For Office Use Only:**

Date Received: \_\_\_\_\_

Check Number \_\_\_\_\_

## Check List for Plan Review

In order to complete a timely review of your project, all the information listed below should be included with the plan.

**Plan may take up to 30 days to review.** Incomplete plans may take longer.

- A completed plan review application with required fees.
- One complete set of plans showing the boundaries of the entire tract of land upon which the MHP or RCA is to be located. Show locations of existing facilities including permanent buildings and dimensions; location of landforms on the property (waterfront, bluffs, wetlands, etc.); the location of all wells and on-site sewage treatment systems with distances between each system; water and sewer lines and electrical hook-ups with distances between each; locations of all roads and driveways, public and private; location of parking area; location and type of night lights; and any other pertinent information.
- Separate plumbing plans must be submitted for any new plumbing installations including all water and sewer lines and on-site sewage treatment systems, if provided. All plumbing must be installed in accordance with the Minnesota Plumbing Code. Contact the Department of Labor and Industry, Plumbing Unit, at 651-284-5063 for more information.
- A copy of the land use permit, zoning permit or statement from the local unit of government granting zoning approval for the use or expansion of the land as a MHP or RCA.
- The sewage treatment system must comply with all applicable state rules. Submit a copy of the certificate of compliance for new or existing system and/or the permit to install additional systems.