



The City Council of the City of Elmendorf passed and approved City Ordinance 11-18-2021-1 (Chapter 6, Article XIII). This ordinance regulates the operation of Recreational Vehicle Parks (RV Parks) within the corporate city limits of the City of Elmendorf. The purpose of this ordinance is to establish clear and unambiguous regulations requirements for safe, sanitary, and suitable methods for construction and operation of RV parks within the City of Elmendorf and to promote an attractive community.

Permit Fees	
Up to 10 RV sites:	\$250.00
More than 10 RV sites:	\$500.00

Permit Procedure for New RV Parks or for Changes/Additions to Existing RV Parks

Application – An application for a permit to open and operate a new RV Park, or to change or add to an existing RV Park prior to any actual construction and shall include a Development Plan the applicable permit fee.

New or Additional Hook-Ups to City Water System – If the Development Plan contemplates connecting additional water and sewer hook-ups to the City water system, the City will reject the application if the City Council has placed drought restrictions in effect at the time that application is submitted.

Review and Approval – Upon receipt of a properly completed application that does not contemplate new or additional hook-ups to the City water system, the City Administrator shall review the application with the mayor to determine the conformance with the applicable standards listed in Section 6-304.

Permit Procedure for Continued Operation of Existing RV Parks

Application – An application to continue operation of an existing RV Park (no changes or additions) shall be made to the City on forms available at City Hall for that purpose. Such application shall include **receipts evidencing active utility accounts for water, sewer, and electrical service**, and **a copy of the RV Park's register of occupants** (example register attached).

Review and Approval – Upon receipt of a properly completed application that does not contemplate new or additional hook-ups to the City water system, the City Administrator shall review the application to determine conformance with the applicable standards listed in Section 6-304. Upon approval of the application by the City Administrator, a permit shall be issued to the applicant, which shall be valid until December 31st of the year following the date of the application. The owner or operator of an RV Park must submit the annual application for renewal for the next calendar year prior to December 15 of the year preceding the year for which the permit will be applicable.

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RV Park Permit Application

RV Park Name:

RV Park Address:

Owner Name:

Mailing Address:

Phone Number: _____ Mobile: _____

Email:

Emergency Landline
Number:

Landline Located Near
Lot Number(s):

Caretaker Name:

Phone Number:

Number of Lots:

Number of Acres:

Number of
Toilets/Showers for
Women:

Number of
Toilets/Showers and
Urinals for Men:

Each RV Park shall have a minimum size of two acres, with a maximum size of five acres. The maximum site density for RV parks shall be 20 sites per acre. Two toilets, wash basins and showers or bathtubs for each gender for every one hundred sites. Each toilet room provided for men shall have, in addition, one urinal stall.

Is this property in a
flood plain?

☐ Yes ☐ No

If yes, please provide Flood Plain Certificate.

Upon approval of the application by the City Administrator, a permit shall be issued to the applicant, which shall be valid until December 31st of the year following the date of application. The owner or operator of an RV Park must submit the annual application for renewal for the next calendar year prior to December 15 of the year preceding the year for which the permit will be applicable.

A permit becomes null and void if information is, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Separate permits are required for electrical, plumbing, and heating/air condition. All permits require final inspection.

In the event, an application for a permit is rejected or withdrawn, half of the fee shall be returned to the applicant and the other half retained by the City to cover the cost of inspection, plan review and study.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: _____ Date: _____

Permit #

This institution is an equal opportunity provider.

Register of Park Occupancy

Year _____

[illegible]

Development Plan

Plans and specifications of all buildings and improvements constructed or to be constructed within the recreational vehicle park. The site plan should provide the following:

- Measurement of each RV parking space. Twenty percent of the parking spaces shall be not less than 18 feet by 50 feet. There must be at least a 10-ft clearance of space between adjacent rows of parking spaces.
- Measurement of distance between RV's front, side and rears; All RV's shall be no closer than the following:
 - The sides of the RV shall be no closer than 18 feet from any other RV.
 - The rear of the RV shall be no closer than 10 feet from any other RV.
 - No part of the front of any RV shall be closer than 10 feet from the internal roadway.
- Measurement of the entrance designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets.
- Measurement of hard surface private streets adequate to provide access to each RV space shall be not less than 24 feet.
- Measurement of parking spaces. Each RV Park shall provide off-road parking spaces for at least one passenger vehicle not less than 36 inches wide.
- Measurement of bathroom distance between each RV site. The bathroom shall be not more than 300 feet from each site.

