

TOWN OF ALPENA, ARKANSAS RESIDENTIAL BUILDING, PLACEMENT & RELOCATION PERMIT PACKET

For projects regulated by Ordinance No. 2026-11: new homes, manufactured or modular homes, relocated homes, replacement homes, residential additions, and qualifying ADUs

RESIDENTIAL PROPERTY ONLY

Commercial, business, industrial, institutional, and other nonresidential projects use a separate Town permit application.

PROPERTY OWNER INSTRUCTIONS

1. Complete Part 1 and provide the required survey/site plan showing the legal building site and final home location.
2. Do not begin work or deliver a relocated dwelling until the Town permit is issued and the final location is approved.
3. Obtain all required professional, State, utility, and other approvals.
4. Submit final documents before the Town issues Final Compliance and Occupancy Authorization.
5. Relocated dwellings must obtain final authorization within six (6) months after delivery unless the Town Council grants a timely written extension.

TOWN REVIEW

1. Under Ordinance No. 2026-11, the Permit Administrator reviews the application, survey/site plan, Town siting requirements, and required outside approvals.
2. Town review is administrative. Technical inspections and certifications remain with qualified persons or agencies.
3. For a relocated dwelling, the approved final location and six-month deadline are recorded in the permit file.

PART 1 - RESIDENTIAL PERMIT APPLICATION

Property Owner Name	Phone
Mailing Address	Email
City / State / ZIP	Property Address

Parcel Number (if known): _____

Recorded Legal Description(s), if available: _____

APPLICANT / AUTHORIZED AGENT☐ Property owner is the applicant☐ Applicant is an authorized agent for the property owner

Applicant / Agent Name	Phone
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TYPE OF PROJECT - CHECK ONE☐ New site-built single-family home☐ New manufactured home☐ Used manufactured home☐ Modular home☐ Relocation of an existing dwelling☐ Replacement of an existing dwelling☐ Residential addition☐ Accessory Dwelling Unit (ADU)☐ Other residential project: _____**HOME INFORMATION**

Approximate Width (feet)	Approximate Length (feet)
Approximate Square Footage	Number of Stories
Proposed Start / Placement Date	Existing Dwelling on Property? ☐ No ☐ Yes
For Relocated Dwelling - Proposed Delivery Date	Approved Final Placement Location Shown? ☐ No ☐ Yes

If an existing dwelling is on the property, explain: _____**FOUNDATION / INSTALLATION**☐ Concrete slab☐ Continuous perimeter foundation☐ Crawlspace foundation☐ Pier / footing system☐ Approved manufactured-home support system☐ Other: _____**MANUFACTURED OR MODULAR HOME INFORMATION - IF APPLICABLE**

Manufacturer / Make	Model
Year Manufactured	Serial / VIN (if available)

☐ Home is new☐ Home was previously occupied**UTILITIES**☐ Town water☐ Other approved water source: _____☐ Town sewer☐ Septic / private wastewater system**Electric Provider:** _____**APPLICANT CERTIFICATION**

I certify that this application is accurate to the best of my knowledge and is governed by Ordinance No. 2026-11. I understand Town review is administrative and does not replace required professional or governmental approvals. For a relocated dwelling, I understand that permit and final-location approval are required before delivery and that the applicable six-month final-authorization deadline applies. If the dwelling was already present on the effective date, I understand that presence alone is not lawful placement and no further regulated installation or occupancy may occur until Section 8 is satisfied. I am responsible for required professional approvals and their cost unless the Town elects to arrange the service. I also understand that a recreational vehicle, camper, travel trailer, fifth-wheel trailer, motor home, or similar recreational unit may not be used or occupied as an unauthorized dwelling or additional living space under Ordinance No. 2026-11.

Applicant Signature: _____ **Date:** _____

TOWN OF ALPENA, ARKANSAS

PART 2 - SITE PLAN & HOMEOWNER CHECKLIST

A. SITE PLAN / SURVEY

For a new or relocated principal dwelling, provide the licensed boundary survey required by Ordinance No. 2026-11 unless an accurate existing licensed survey is accepted. The site plan shall show the applicable items below.

- ☐ Legal building site and recorded lot lines
- ☐ Location of existing buildings
- ☐ Street or road frontage
- ☐ Required off-street parking
- ☐ Known easements or rights-of-way
- ☐ Foundation footprint / support area
- ☐ Emergency access
- ☐ Known flood-hazard area, if any
- ☐ Location of the proposed residence
- ☐ Distances from proposed dwelling to recorded lot lines / property lines
- ☐ Driveway location
- ☐ Water and sewer/septic location, when applicable
- ☐ Other information reasonably necessary to determine compliance with Town requirements
- ☐ Utility locations, as applicable
- ☐ Drainage conditions / improvements
- ☐ Fire-separation information, if applicable

B. REQUIRED FOR MOST RESIDENTIAL PROJECTS

- ☐ Completed Residential Permit Application
- ☐ Legal building site and recorded lot lines shown
- ☐ Required setbacks shown
- ☐ Off-street parking shown
- ☐ If multiple recorded lots are used: recorded combination / replat / adjustment instrument filed with county recorder
- ☐ New/relocated principal dwelling parking space at least 9 ft x 18 ft, outside right-of-way
- ☐ Required licensed survey and current site plan
- ☐ Proposed home location shown
- ☐ Foundation/support method identified
- ☐ Water and sewer/septic arrangements identified
- ☐ Recorded copy and survey showing the resulting legal building site provided to Town
- ☐ Lawful driveway access shown
- ☐ Emergency access / drainage / floodplain requirements reviewed, if applicable
- ☐ Fire-separation / health requirements identified, if applicable

- ☐ Required professional inspections / certifications identified
- ☐ Owner-arranged or Town-arranged service identified, if applicable

C. MANUFACTURED OR MODULAR HOME - COMPLETE ONLY IF APPLICABLE

- ☐ Manufacturer / make
- ☐ Year manufactured
- ☐ Home dimensions
- ☐ Anchoring method
- ☐ Installer information when required
- ☐ Required perimeter enclosure planned
- ☐ HUD certification label or accepted replacement documentation
- ☐ Model
- ☐ Serial / VIN when available
- ☐ Lawful approved foundation / support system
- ☐ Arkansas installation documentation when required
- ☐ Other state-required documentation applicable to the home
- ☐ Support-system / installation documentation when required
- ☐ Tie-downs / stairs / landings identified, as applicable

D. RELOCATED OR PREVIOUSLY OCCUPIED HOME - COMPLETE ONLY IF APPLICABLE

- ☐ Current location of the home
- ☐ Recent photographs showing all exterior sides
- ☐ Evidence the structure may lawfully be relocated and installed
- ☐ Final placement location shown on approved survey / site plan
- ☐ Owner understands home may not be delivered before permit issuance
- ☐ Dwelling already physically present on effective date, if applicable
- ☐ Owner understands delivery/storage alone is not lawful placement
- ☐ Proposed Alpena location
- ☐ Approximate age of structure
- ☐ Transportation / moving approval if required by another governmental authority
- ☐ Proposed delivery / placement date identified
- ☐ Owner understands six-month final-authorization deadline
- ☐ Section 8 transition compliance or removal plan attached, if required
- ☐ Owner understands no further installation or occupancy until authorized

E. ACCESSORY DWELLING UNIT (ADU) - COMPLETE ONLY IF APPLICABLE

- ☐ Principal dwelling identified
- ☐ ADU dimensions
- ☐ ADU parking treatment complies with A.C.A. § 14-56-205
- ☐ ADU size complies with 75% / 1,000 sq. ft. statutory limit, as applicable
- ☐ Proposed ADU shown on site plan
- ☐ Utility service information (shared or separate, as applicable)
- ☐ Applicable ADU requirements satisfied
- ☐ Will-serve letter or Health Department approval received when lawfully required

TOWN OF ALPENA, ARKANSAS
PART 3 - TOWN ADMINISTRATIVE REVIEW
FOR TOWN USE

Application / Permit Number	Date Received
Property Address	Applicant

PERMIT ADMINISTRATOR REVIEW

- | | |
|---|---|
| ☐ Application complete
☐ Property is within Town jurisdiction
☐ Dwelling, foundation, and supports fit within legal building site
☐ No street or right-of-way encroachment shown
☐ ADU requirements satisfied, if applicable
☐ Water availability / approval received, if required
☐ Fire Department clearance received, if required
☐ Relocation documents received, if applicable
☐ No known administrative deficiency prevents permit issuance
☐ Recorded lot-combination / replat / adjustment instrument received, if applicable
☐ Relocated dwelling final location approved before delivery, if applicable
☐ Six-month final-authorization deadline calculated, if applicable
☐ Site-plan foundation / utility / emergency-access / drainage items reviewed

☐ Manufactured-home HUD label / replacement documentation received, if applicable

☐ New/relocated principal dwelling parking is at least 9 ft x 18 ft with lawful access

☐ Section 8 transition status reviewed, if applicable

☐ Stop-placement / no-occupancy order status recorded, if applicable | ☐ Applicant / property ownership information verified
☐ Required licensed survey / site plan received
☐ Required setbacks satisfied
☐ Legal building site requirements satisfied
☐ Off-street parking requirement satisfied
☐ Sewer or septic information received
☐ Manufactured-home documents received, if applicable
☐ Required outside approvals received or identified
☐ RV/travel-trailer occupancy restriction reviewed
☐ Survey shows resulting legal building site, if multiple lots are used
☐ Relocated dwelling delivery date recorded, if applicable

☐ Extension request status recorded, if applicable
☐ Known flood-hazard / fire-separation items reviewed, if applicable

☐ ADU size and utility documentation reviewed, if applicable

☐ Parking/driveway does not obstruct emergency access, utilities, sidewalks, neighboring access, or visibility

☐ Written compliance or removal plan received, if required

☐ Transition six-month deadline calculated from permit issuance, if applicable |
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ADMINISTRATIVE AUTHORITY

The Town Council designates and authorizes the Mayor, or the Mayor's designee, to serve as Permit Administrator and enforcement officer for Ordinance No. 2026-11 and related Council resolutions. The Permit Administrator may receive and review applications, request reasonably necessary documents, determine administrative compliance, approve, conditionally approve, deny, withhold, suspend, or revoke administrative permits and authorizations as allowed by ordinance, coordinate Town and utility clearances, issue deficiency and enforcement notices or orders, maintain permit records, and refer violations for lawful enforcement. This administrative authority does not include waiver of substantive requirements or professional technical determinations requiring legal qualification.

LIMITATION ON TECHNICAL AUTHORITY

The Permit Administrator does not, solely by serving in that role, act as a licensed or certified building, structural, electrical, plumbing, mechanical, engineering, architectural, or other professional inspector. When a professional inspection, certification, or governmental approval is required, the property owner must obtain and pay for it unless the Town elects to arrange the service. The owner may use a qualified professional of the owner's choice when permitted by law. If the Town arranges the service, the applicant must reimburse the Town for the actual invoiced project-specific cost.

RESIDENTIAL PERMIT DECISION

- ☐ APPROVED
 ☐ APPROVED SUBJECT TO CONDITIONS LISTED BELOW
☐ NOT APPROVED AT THIS TIME - MISSING OR DEFICIENT ITEMS LISTED BELOW

Permit Number	Date Issued
Permit Expiration Date (1 year from issuance)	Permit Administrator Signature
Relocated Dwelling Actual Delivery Date, if applicable	Six-Month Final Authorization Deadline

Written deficiency notice: When an application cannot be approved, identify the missing document or requirement plainly enough for the applicant to know what must be corrected or supplied.

TOWN OF ALPENA, ARKANSAS

PART 4 - FINAL COMPLIANCE & OCCUPANCY AUTHORIZATION

OWNER'S FINAL CHECKLIST

Submit only the items that apply to your project.

RELOCATED DWELLING DEADLINE (ORDINANCE NO. 2026-11, SECTION 4(F)): Final Compliance and Occupancy Authorization is required within six (6) months after delivery or placement unless the Town Council grants a timely written extension. For a dwelling already physically present on the effective date and permitted under Section 8(D), the six-month period begins on the date the residential permit is issued. If the applicable deadline expires, the Permit Administrator shall issue written notice requiring completion and final authorization, or removal, within the stated correction period.

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| ☐ Dwelling constructed or installed in approved legal building site
☐ Lawful approved foundation / support system completed
☐ Anchoring documentation completed, if applicable
☐ Plumbing approval / certification received when required
☐ Sewer connection approval received
☐ Other professional inspection or certification required by law received
☐ Property / address information confirmed
☐ Recorded lot-combination documents remain on file, if applicable
☐ Manufactured-home perimeter enclosure completed, if applicable
☐ Relocated dwelling placed at approved final location, if applicable
☐ HUD label / accepted replacement documentation on file, if manufactured home

☐ ADU size requirement confirmed, if applicable

☐ No recreational vehicle or travel trailer is occupied as an unauthorized dwelling or additional living space | ☐ Required setbacks remain satisfied
☐ Manufactured-home installation documentation completed, if applicable
☐ Electrical approval / certification received when required
☐ Water connection approval received
☐ Septic approval received when applicable
☐ Required off-street parking provided
☐ No material change from approved survey / site plan
☐ Dwelling, foundation, and supports remain within approved legal building site
☐ Required concealed-work inspection / certification completed before enclosure, if applicable
☐ Six-month final-authorization deadline met or Council extension documented, if applicable
☐ Tie-downs, stairs, landings, drainage, and utility connections completed, if applicable

☐ ADU will-serve / Health Department documentation received when lawfully required

☐ Temporary recreational occupancy authorization documented, if applicable |
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IMPORTANT

This is not a professional building inspection. The Permit Administrator verifies Town administrative requirements and required outside documentation. Technical determinations remain with qualified professionals or agencies. The owner must obtain and pay for required professional inspections or certifications unless the Town elects to arrange the service; Town-arranged services are reimbursed at actual invoiced project-specific cost.

FINAL AUTHORIZATION

Property Address	Permit Number
Property Owner	Date of Final Review

The Permit Administrator has reviewed the Town permit file and finds that the administrative requirements applicable to this permit have been completed and that the required documentation identified by the Town has been received.

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| ☐ FINAL COMPLIANCE AND OCCUPANCY AUTHORIZATION GRANTED | ☐ FINAL AUTHORIZATION WITHHELD - REASON LISTED BELOW |
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This authorization confirms administrative compliance with Ordinance No. 2026-11 and applicable Town permitting requirements. It does not constitute an independent professional certification by the Town, Mayor, or Permit Administrator regarding structural, electrical, plumbing, mechanical, foundation, or other technical construction matters.

Permit Administrator - Mayor / Mayor's Designee	Date
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RESIDENT COPY - KEEP WITH YOUR PROPERTY RECORDS

Keep this permit packet, site plan, professional certifications, manufactured-home records, utility approvals, and final authorization with the permanent property records.