



Application Packet for **USE & OCCUPANCY PERMIT**

for mobile homes &/or recreational vehicles

As per Resolution 2012-14, effective December 4, 2012 ...

A “Use & Occupancy Permit” is required to temporarily occupy mobile homes and/or recreational vehicles parked within the Borough of Trappe.

RESTRICTIONS/REQUIREMENTS OF THIS PERMIT:

- Maximum of four (4) consecutive weeks’ duration
- Maximum of eight (8) weeks’ duration per year per lot
- No more than one (1) permit issued at the same time for the same lot
- Permit must be attached/posted in plain view during the permit period

Applicant is required to submit the attached completed permit application along with required permit fee*. If one applicable item is needed but missing, all others will be refused / returned.

** Please refer to the current year’s “Fee Schedule” for amount due.
(available at Borough Office or online at www.trappeborough.com)*

INFORMATION TO KEEP IN MIND:

PARKING OF THE OCCUPIED MOBILE HOME OR RECREATIONAL VEHICLE:

[Borough Code § 340-119] A mobile home, trailer, storage trailer, or any other similar residential device, structure, or vehicle, when used for purposes of transportation of people or as a temporary residence for guests, invitees, or as an emergency residence for the occupants of such property shall not be prohibited from being temporarily parked or situate on a property in the Borough of Trappe, so long as the following conditions are met:

- A mobile home, trailer, storage trailer, or any other similar residential device, structure or vehicle, **remains movable** and is **not attached to the ground**.
- A mobile home, trailer, storage trailer, or any other similar residential device, structure or vehicle is **not connected permanently to a service utility, including electric, water or sewer on a permanent basis**. Temporary arrangements for connection to a service utility may be made, so long as the same is approved by the Building Inspector of the Borough of Trappe, and a permit is secured from the Building Inspector. Said permit shall be limited for a period of no more than 30 days within a six-month period.



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APPLICABLE FEES:

* Permit Fee: _____

Total Fee:

** See current fee schedule*

PAYMENT INFO:

Date: _____

Amount paid: _____

Payment type: Cash Check # _____

Approval: _____

**USE & OCCUPANCY PERMIT APPLICATION:
MOBILE HOME/RECREATIONAL VEHICLE**

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION: (Please provide information that gives quickest access to you)

PHONE: _____

(Please indicate phone type): Home Work Cell

EMAIL: _____

HISTORY: OTHER TEMPORARY OCCUPANCY DURING CURRENT YEAR

OTHER TEMPORARY U&O PERMIT #s GRANTED IN CURRENT YEAR: _____

TOTAL DURATION OF ALL PRIOR TEMPORARY U&O PERMITS IN CURRENT YEAR AT THIS LOCATION: _____

PLANS: DATES OF TEMPORARY OCCUPANCY FOR THIS PERMIT

BEGINNING DATE: _____

ENDING DATE: _____

TOTAL DURATION FOR THIS OCCUPANCY: _____

Dates listed are included in count for total duration.



CONNECTION TO SERVICE UTILITY

INDICATE PLANS FOR SERVICE ARRANGEMENTS:

- There will be no connection made from the occupied mobile home/recreational vehicle to any service utility without receipt of prior approval by the Borough Code Inspector and valid permit.
- Our plans for temporary connection for **ELECTRIC** service need to be reviewed & approved by the Borough Code Inspector before a permit will be authorized:
PLEASE NOTE: Currently the Code Inspector serves Trappe only on Mondays, Wednesdays & Fridays between 8:00 – 10:00 AM. You should take this into consideration, allowing sufficient time for review between submission of application and receipt of permit.
- Our plans for temporary connection to **SEWER** service need to be approved by the Collegeville-Trappe Municipal Authority (CTMA). I realize it is my responsibility to contact & receive approval from CTMA before a Use & Occupancy Permit will be authorized.
- Our plans for temporary connection to **WATER** service need to be approved by the Collegeville-Trappe Joint Public Works Department (CTJPWD). I realize it is my responsibility to contact & receive approval from CTJPWD before a Use & Occupancy Permit will be authorized.

OWNER AUTHORIZATION & SIGNATURE

By my signature below I attest that I am the owner of record of the property where the mobile home/recreational vehicle is to be parked.

OWNER SIGNATURE: _____

DATE: _____

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PARCEL ID #: _____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____