

Application for Mobile Home Park License

CASH OR CHECK ONLY!



**LICENSE PERIOD IS FROM
JULY 1ST – JUNE 30TH**

FEES ARE NON-REFUNDABLE

Mobile Home Park
 (CLMOBL) \$132.00

Date Recv'd ____/____/____
 Total \$_____
 Receipt #:_____

Note: Please allow approximately 3 weeks for application processing

SECTION 1 – COMPANY INFORMATION – Answer all questions completely. Please PRINT clearly.

Name of Company Holding License			
Company Street Address	City	State	Zip
Company Telephone Number	<i>In addition, no person shall conduct a business or operate a mobile home park as defined by Wisconsin Administrative Code 177.02 without obtaining a Health Department License from the Health Department in accordance with Wisconsin Administrative Code Chapter 177.</i>		
Company Email Address			

SECTION 2 – CONTACT INFORMATION

Name of Contact applying for license (First, MI, Last)		Date of Birth	
Contact Home Street Address	City	State	Zip
Contact Phone Number [REQUIRED]	Contact Email Address [REQUIRED]		

SECTION 3 –LOCATION

Location of Mobile Home Park:		
Total Number of Units:	Number of Units Occupied:	Number of Units Unoccupied:

SECTION 4 – PENALTY NOTICE

I hereby certify that I/we have familiarized myself/ourselves with Chapter 11 of the City of Appleton Municipal Code as it relates to Mobile Home Parks and that I/we will comply with said code.

Signature of Applicant: _____ **Date:** ____/____/____

FOR OFFICE USE ONLY

Department	Approve	Deny	Staff Member	Reasoning
Police				
Fire				
Public Works				
Inspections				
Community Development				
Finance				
Health				
Safety and Licensing				
Common Council				
Date sent for approval ____/____/____	Approved date ____/____/____	Issued Date ____/____/____	Expiration Date ____/____/____	License Number

MOBILE HOME PARK LICENSE INFORMATION

- Mobile Home Park Licenses are required with the City of Appleton for individuals who intend to maintain and or manage a manufactured and mobile home community. See City of Appleton Municipal code Sec. 11-46 for more information and definitions.
- Mobile Home Park Licenses are valid for one year, beginning on July 1st and ending June 30th.
- Once a completed Mobile Home Park License application is returned to the Office of the City Clerk it is reviewed by several City Departments. The application is also reviewed by the Safety and Licensing Committee and the Common Council for approval. This process takes approximately 3 weeks, so please plan accordingly.
- To apply for a Mobile Home Park License, return the completed, signed application form to the Office of the City Clerk.
- License fees are non-refundable and are to be paid at the time of filing the application form. Fees are as follows:
 - Mobile Home Park License - \$132.00

Additional Questions?

Please contact the Office of the City Clerk at (920) - 832- 6443.