



Department of State
Corporations, State Records & UCC

New York State
Department of State
DIVISION OF CORPORATIONS,
STATE RECORDS AND
UNIFORM COMMERCIAL CODE
One Commerce Plaza
99 Washington Ave.
Albany, NY 12231-0001
dos.ny.gov

Local Law Filing

Pursuant to Municipal Home Rule Law §27

Local Law Number ascribed by the legislative body of the local government listed below:

5 of the year 2025

Local Law Title: Manufactured Homes and Travel Trailers Law

Be it enacted by the Town Board of the _____
(Name of Legislative Body)

County City Town Village
(Select one)

of Croghan as follows on the attached pages:
(Name of Local Government)

For Office Use Only

FILED
STATE RECORDS

NOV 06 2025

DEPARTMENT OF STATE

Department of State Local Law Index Number: 5 of the year 2025

(The local law number assigned by the Department of State for indexing purposes may be different from the local law number ascribed by the legislative body of the local government.)

Local Law Filing

(Complete the certification in the paragraph that applies to the filing of this local law and strike out that which is not applicable.)

1. (Final adoption by local legislative body only.)

I hereby certify that the local law annexed hereto ascribed as local law number 5 of 2025 of the ~~(County)(City)(Town)(Village)~~ of Croghan was duly passed by the Town Baord on 10-22-25 2025 in accordance with the applicable provisions of law.

2. (Passage by local legislative body with approval, no disapproval or repassage after disapproval by the Elective Chief Executive Officer*.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____ in accordance with the applicable provisions of law.

3. (Final adoption by referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____. Such local law was submitted to the people by reason of a (mandatory)(permissive) referendum, and received the affirmative vote of a majority of the qualified electors voting thereon at the (general)(special)(annual) election held on _____ 20____ in accordance with the applicable provisions of law.

4. (Subject to permissive referendum and final adoption because no valid petition was filed requesting referendum.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20____ of the (County)(City)(Town)(Village) of _____ was duly passed by the _____ on _____ 20____ and was (approved)(not approved)(repassed after disapproval) by the _____ (Elective Chief Executive Officer*) on _____ 20____. Such local law was subject to permissive referendum and no valid petition requesting such referendum was filed as of _____ 20____ in accordance with the applicable provisions of law.

* Elective Chief Executive Officer means or includes the chief executive officer of a county elected on a county-wide basis or, if there be none, the chairperson of the county legislative body, the mayor of a city or village, or the supervisor of a town where such officer is vested with the power to approve or veto local laws or ordinances.

Local Law Filing

5. (City local law concerning Charter revision proposed by petition.)

I hereby certify that the local law annexed hereto, ascribed as local law number _____ of 20 ____ of the City of _____ having submitted to referendum pursuant to the provisions of Section (36)(37) of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of such city voting thereon at the (special)(general) election held on _____ 20 ____ became operative.

6. (County local law concerning adoption of Charter.)

I hereby certify that the local law annexed thereto, ascribed as local law number _____ of 20 ____ of the County of _____ State of New York, having been submitted to the electors at the General Election of November _____ 20 ____ pursuant to subdivisions 5 and 7 of section 33 of the Municipal Home Rule Law, and having received the affirmative vote of a majority of the qualified electors of the cities of said county as a unit and a majority of the qualified electors of the towns of said county considered as a unit voting at said general election, became operative.

(If any other authorized form of final adoption has been followed, please provide an appropriate certification.)

I further certify that I have compared the preceding local law with the original on file in this office and that the same is a correct transcript therefrom and of the whole of such original local law, and was finally adopted in the manner indicated in the paragraph _____ 1 _____ above.



Megan E. Simpson

Clerk of the county legislative body, City, Town or Village Clerk or officer designated by local legislative body

10/23/25

(Date)

TOWN OF CROGHAN

**MANUFACTURED HOME AND
TRAVEL TRAILER LAW**

ADOPTED SEPTEMBER 1986

AMENDED October 22, 2025

ARTICLE I. INTRODUCTORY PROVISIONS

Section 110. Enactment and Authorization

The Town Board of the Town of Croghan, Lewis County, New York, does hereby ordain and enact the Town of Croghan Manufactured Home and Travel Trailer Law pursuant to the authority and provisions of Section 130(21) of the New York Town Law and of Section 10 of the New York Municipal Home Rule Law. This Local Law shall repeal and replace any prior local laws or ordinances which are inconsistent with the updated regulations contained herein.

Section 120. Title

This local law shall be known as the "Town of Croghan Manufactured Home and Travel Trailer Law".

Section 130. Purpose

It is the purpose of this local law to promote the health, safety, and general welfare of the Town by providing minimum standards for the placement and use of manufactured homes and travel trailers in the Town of Croghan. A clean, wholesome, attractive environment is declared to be of importance to the health and safety of the residents of the Town and, in addition, such an environment is deemed essential to the maintenance and continued development of the economy of the Town and the general welfare of its residents.

Section 140. Administration

This Manufactured Home and Travel Trailer Law shall be administered by the Town Board and the Enforcement Officer, and the duties of each shall be as provided herein.

ARTICLE II. DEFINITIONS

For purposes of this law, the following terms shall have the indicated meanings:

Accessory Structure	A building or a structural adjunct, such as a garage or porch, which primarily serves a subordinate function generally associated with the residential use and occupation of premises and thus excluding, by way of example, a dwelling, a manufactured home, or an addition or detached building acting as business or living quarters.
Building	A roofed structure having columns or walls resting upon, or affixed to, the ground or grounded support, but excluding manufactured homes and travel trailers.
Conventional Dwelling	A one- or two-family dwelling.

Dwelling	A building exclusively used, designed, or intended as living quarters for one or more persons, whether or not occupied.
Enforcement Officer	an individual designated by resolution of the Town Board to assume, undertake and exercise the duties and responsibilities reposed with that officer by the provisions of this law.
Lot	All areas of contiguous real estate owned by the same individual or individuals, or such lesser portion thereof as is established and identified either by a survey filed in the office of the Lewis County Clerk or by a deed recorded in the office of the Lewis County Clerk.
Modular Homes	Also known as 'factory manufactured homes', these are assembled in a factory but are not built upon a permanent chassis and are constructed or installed in accordance with State Law at the building site. These have no dimension restrictions and may not be distinguished by law from any other site-built housing. They are defined in Executive Law § 372(8) as "a structure designed primarily for residential occupancy constructed by a method or system of construction whereby the structure or its components are wholly or in substantial part manufactured in manufacturing facilities, intended or designed for permanent installation, or assembly and permanent installation, on a building site."
Manufactured Home	A structure (formerly defined as a mobile home), transportable in one or more sections, which is at least eight feet in width and 32 feet in length, which is built on a permanent chassis and designed to be used as a dwelling, with or without a permanent foundation when connected to the required utilities. A manufactured home shall be construed to remain a manufactured home, subject to all regulations applying thereto, whether or not wheels, axles, hitch, or other appurtenances of mobility are removed and regardless of the nature of the foundation provided. This definition shall not be construed to include factory-manufactured homes known as "modular homes" bearing an insignia issued by the State Fire Prevention and Building Code Council as required in 9 NYCRR 1212. The term "Manufactured home" shall not include any self-propelled recreational vehicle.
Manufactured Home Park	A lot which includes three or more manufactured home sites.
Manufactured Home Site	A plot of land sufficiently improved and equipped to accommodate the placement thereon, and occupancy, of a manufactured home,

together with so much of the surrounding real estate as is reserved exclusively to serve a single manufactured home and its occupants.

Road line	The right of way line of a public highway or of a privately owned road. Absent record evidence of the right of way line of a highway or road, that right of way shall be deemed to extend 25 feet in either side of the highway or road centerline.
Setback, front	The shortest distance between a building or structure and a road line.
Setback, rear or side	The shortest distance between a building or structure and each boundary line of the lot upon which it is situated, other than a lot line along a public highway or privately owned road.
Travel trailer	A vehicle that is self-propelled, towable or truck mounted unit not more than 8 feet in width or 40 feet in length adapted, intended or used as temporary sleeping quarters for one or more persons in connection with vacation, camping or other recreational pursuits. These may be considered camping trailers, commonly referred to as "campers".
Travel Trailer Park	A lot which includes three or more travel trailer sites.
Travel Trailer Site	A plot of land sufficiently improved and equipped to accommodate the placement thereon, and the occupancy, of a travel trailer, together with so much of the surrounding real estate as is reserved exclusively to serve that travel trailer and its occupants.

ARTICLE III.

GENERAL LIMITATIONS

Section 310. Manufactured Homes

The provisions of this Section are divided as follows:

- a. General requirements applicable to any manufactured home proposed for siting or relocation within the Town after the effective date of this law; and
 - b. Provisions specific to manufactured homes that were lawfully situated within the Town on or before the effective date of this law.
1. General Standards:
 - a. Manufactured homes constructed prior to June 15, 1976 shall not be relocated within the Town of Croghan unless the applicant submits documentation from a New York State licensed professional engineer certifying that the home meets current structural integrity and safety standards. Such certification shall be

submitted along with a foundation design stamped by the same engineer, consistent with the requirements of Article VIII.

- b. All manufactured homes, regardless of construction date, shall comply with:
 - i. The development and siting standards set forth in Articles VII and VIII; and
 - ii. The permit and approval requirements of Article IV.
- c. Any person aggrieved by the denial of a permit under this Section, or who seeks relief from the requirements of Section 310(1), may apply to the Zoning Board of Appeals for an area variance or other appropriate relief in accordance with Town Law § 267-b. The Board may consider factors, including but not limited to, structural integrity, fire safety, electrical systems, and compatibility with surrounding land uses when making its determination.

2. Pre-Existing Manufactured Home Exceptions.

- a. A manufactured home that was lawfully located within the Town on the effective date of this law may remain at its current site without being subject to the standards of Article VII and shall not require a new zoning permit, provided the home remains in its original location.
- b. A manufactured home that was lawfully located within the Town on the effective date of this law and is subsequently relocated to another site within the Town shall be exempt from the siting and dimensional requirements of Section 710 of Article VII. However, a zoning permit shall be required, and the relocated home shall comply with basic health and safety requirements, including safe electrical connections, adequate water and wastewater systems, and structural stability appropriate for its location.
- c. Recognizing the rural and economically diverse character of the Town, the Zoning Enforcement Officer may, in consultation with the Town Board or Zoning Board of Appeals, waive or modify certain safety, foundation, or utility connection standards for relocated manufactured homes upon a finding that:
 - i. The home does not pose a demonstrable threat to public health or safety;
 - ii. The proposed site is suitable for residential use and does not create environmental or fire hazards; and
 - iii. Full compliance would cause an undue financial or practical hardship for the owner.
- d. Any waiver or modification granted under this Section shall be documented in writing and may include reasonable conditions to ensure public safety over time, including timelines for future compliance or inspection requirements.

3. Site Exceptions.

- a. The standards in Article VIII shall not apply to a lot (whether existing on the effective date of this law or resulting from the subdivision or conveyance in whole or in part thereafter of a larger lot) which is at the effective date of this law, and thereafter continues to remain, the site of a manufactured home, provided however that:
 - 1) The manufactured home, or a replacement manufactured home, may not

be resituated upon the lot unless to a location which more closely conforms to the standards in Sections 820(1)(a) and 820(2);

- 2) No additional manufactured home or building, no additional accessory structure, and no septic or well water system may be installed or erected on the lot unless in conformity with the standards of Article VIII;
 - 3) This exception shall not extend to lots resulting from the conveyance of a portion of a larger lot, made after the effective date of this law, other than the resulting lot upon which the manufactured home is situate; and
 - 4) This exception shall not extend to non-conformities with the standards of Article VIII which are caused or compounded by the conveyance, made after the effective date of this law, of a vacant and unimproved parcel of land theretofore comprising a portion of such a lot.
- b. The standards in Article VIII shall not apply to a lot improved by a manufactured home to the extent that non-conformance with any such standards is exclusively caused by a succeeding appropriation or condemnation of a portion of the lot by governmental instrumentality or authority.
 - c. Modular homes, also known as factory-manufactured homes, are not regulated under this law.
4. Sales Exception. The requirements of Section 310(1) shall not apply to an unoccupied manufactured home which constitutes display inventory upon the premises of a manufactured home sales business.
 5. Park Exceptions. The standards in Article VIII shall not apply to a manufactured home located, relocated, maintained, or occupied at an authorized site within a manufactured home park for which a park permit has been issued, and remains unrevoked, under this law. For purposes of this subsection, "authorized site" shall mean and be limited to:
 - a. A manufactured home site, conforming to the standards set out in Article IX, which was duly disclosed and identified upon the approved proposed park plan submitted in conjunction with the subject ~~mobile~~ manufactured home park's permit application; or
 - b. A manufactured home site established prior to the effective date of this law, which was duly disclosed and identified upon the existing park plan submitted in conjunction with the subject manufactured home park's permit application.
 6. Emergency Living Quarters Exception. A manufactured home may temporarily be located within the Town and occupied as living quarters exempt from the requirements of Section 310(1), upon the following conditions:
 - a. The usual living quarters of the occupants have been rendered uninhabitable because of fire, flood or other disaster;
 - b. Within 48 hours after occupancy, temporary arrangements have been implemented for safe and adequate access, fuel and water supply, sewage disposal and anchoring for the ~~mobile manufactured~~ home;
 - c. Within 72 hours after placement of the manufactured home, an application for a

- temporary permit is filed; and
- d. The manufactured home is removed from such temporary site not more than 6 months after its placement there or within 3 days after service of a notice of determination denying the temporary permit on account of failure to meet any of the foregoing conditions, whichever is earlier.
7. Interim living quarters exception. A single manufactured home may temporarily be located within the Town and occupied as living quarters, exempt from the requirements of Section 310(1), upon the following conditions:
- a. The intended occupants are in the process of constructing or renovating a conventional dwelling upon the same lot or are engaged in employment within the Town;
 - b. A temporary permit is first obtained;
 - c. Temporary arrangements are first implemented for safe and adequate access, fuel and water supply, sewage disposal and anchoring for the manufactured home; and
 - d. The manufactured home is removed from such temporary site at the earliest to occur of the following: the expiration of six months from the issuance of the temporary permit; the expiration of three days from service of a notice of determination denying the temporary permit on account of failure to meet any of the foregoing conditions; the completion of the work associated with issuance of the temporary permit.
 - e. The Town Board may grant a temporary permit extension once, for a period of time no greater than 6 months barring adequate reasons for delay.

Section 320. Travel Trailers

General Standards.

Except as hereafter provided, a travel trailer may not, in any calendar year, be situated or remain within the Town of Croghan on an overnight basis for more than three (3) consecutive months nor more than six (6) months in the aggregate. Travel trailers shall not be used as primary, permanent, or semi-permanent (defined as more than five (5) consecutive days) living quarters on any site other than an authorized location, which shall be limited to the following:

- a. A New York State-licensed campground or RV park;
- b. A site with a valid temporary use permit issued by the Town;
- c. A location lawfully approved as part of an active construction project under a valid building permit; or
- d. A designated travel trailer site located within a permitted travel trailer park that:
 - i. Conforms to the development and dimensional standards set forth in Article X;
 - ii. Has been specifically identified and approved on a site plan as part of the travel trailer park's permit application process; and
 - iii. Is included in the official record and map of the permitted travel trailer park.

"Authorized site" shall not include private properties or individual lots outside of a permitted travel trailer park unless explicitly authorized by this law.

1. Seasonal Registration Requirement.

Any person or property owner who intends to situate a travel trailer on any lot within the Town of Croghan for more than fourteen (14) consecutive days, or more than thirty (30) days total within a calendar year, shall register the travel trailer with the Town Clerk. Registration shall:

- a. Be submitted on a form provided by the Town;
- b. Include the trailer owner's name and contact information;
- c. Identify the address or tax parcel where the trailer will be located;
- d. Specify the intended dates of occupancy
- e. Describe the method of water supply, wastewater disposal, and solid waste management;
- f. Include a certification that the trailer will not be used as a primary or permanent dwelling; and
- g. Include a nominal registration fee of \$25.00, charged to offset administrative costs.

2. Occupancy Log Requirements.

The property owner shall maintain an occupancy log for any travel trailer registered under this Section. The log shall:

- a. Document all dates of arrival and departure;
- b. Identify the names of individuals staying overnight; and
- c. Be retained for at least two (2) years and made available to the Zoning Enforcement Officer upon request.

3. Exemptions.

The seasonal registration and occupancy log requirements shall not apply to:

- a. Unoccupied travel trailers being located, relocated, or maintained, upon the premises of its owner or of a consenting landowner solely for purposes of its storage;
- b. Travel trailers located in NYS-licensed campgrounds or RV parks;
- c. Travel trailers used as temporary housing during active construction on the same parcel, pursuant to a valid building permit, provided such use does not exceed the duration of the project and does not violate any provisions of the NYS Uniform Fire Prevention and Building Code;
- d. The requirements of Section 320(1) shall not apply to an unoccupied travel trailer which constitutes display inventory upon the premises of a travel trailer sales business.

4. Sunset Clause.

This subsection (Seasonal Registration and Occupancy Log) shall be reviewed by the Town Board within three (3) years of its effective date to assess its effectiveness, public input, and enforcement challenges. Based on the Town Board's findings, the Board may amend, repeal, or extend these provisions.

5. Enforcement.

Failure to comply with the registration, occupancy, and/or location requirements of this Section shall constitute a violation of this law and may result in fines, removal orders, or other remedies as provided in Article XIII (Administration and Enforcement).

Section 330. Manufactured Home Parks

1. Generally. Except as hereafter provided, a Manufactured Home Park may not be established, constructed, altered or enlarged within the Town of Croghan, nor may it subsequently be operated or occupied, unless:
 - a. Its owner or operator first obtains written approval, as provided in Article V; and
 - b. Such development is in compliance with the standards prescribed in Article IX and any additional standards which may be imposed pursuant to Articles V and VI.
2. Pre-existing Development Exception. A manufactured home park in existence at the effective date of this law shall, to the extent of its actual development and utilization on that date, be exempt from the requirements of Section 330(1) other than those in Section 960, provided that an application for permit is filed pursuant to Article IV within sixty (60) days after that date. Issuance of the permit shall be mandatory so long as the application conforms to Section 410(2).
3. Mobile Home Park Permits shall not be transferred upon change of owner. New ownership requires a new application to be filed within sixty (60) days of the respective transaction.

Section 340. Travel Trailer Park

1. Generally. Except as hereafter provided, a travel trailer park may not be established, constructed, altered or enlarged within the Town of Croghan, nor may it subsequently be operated or occupied, unless:
 - a. Its owner or operator first obtains a permit, as provided in Article V; And
 - b. Such development is in compliance with the standards prescribed in Article X and any additional standards which may be imposed pursuant to Articles V and VI.
2. Pre-Existing Development Exception. A travel trailer park in existence at the effective date of this law shall, to the extent of its actual development and utilization on that date, be exempt from the requirements of Section 340(1) other than those in Section 1080, provided that an application for permit is filed pursuant to Article IV within sixty days after that date. Issuance of the permit shall be mandatory so long as the application conforms to Section 410(2).

Travel Trailers within a Travel Trailer Park shall not be altered with porches or other additions. It is the Park Owners responsibility to ensure compliance or face potential recourse to the operation's permit.

ARTICLE IV.
**PERMIT APPLICATION PROCEDURES FOR MANUFACTURED
HOME PARK/ TRAVEL TRAILER PARK DEVELOPMENTS**

Section 410. Content of Each Application

1. Manufactured Homes.

Each application for a manufactured home permit, including a temporary permit, shall include:

- a. A completed application form, which forms shall be available at the office of the Town Clerk;
- b. Two copies of a plot plan, drawn to scale, accurately depicting, identifying, locating and labeling the following:
 - 1) lot boundaries and dimensions;
 - 2) adjacent land owners;
 - 3) manufactured homes;
 - 4) all existing and proposed improvements;
 - 5) all existing or proposed highways, private roads, driveways, parking areas and sidewalks adjacent to or upon the lot;
 - 6) all existing or proposed sewer, water, and other utility easements and improvements upon the lot, together with the dimensions and capacities of such facilities; and
 - 7) existing natural water courses, bodies of water and surface drainage patterns
- c. Two copies of the lot's legal description and of any known lot survey map; And
- d. The required application fees.

2. Pre-Existing Manufactured Home Park/ Travel Trailer Park Developments.

Each application for a permit to maintain and operate a manufactured home park or travel trailer park in existence at the effective date of this law shall include:

- a. A completed application form, which forms shall be available at the office of the Town Clerk;
- b. Two copies of a park plan, drawn to scale, accurately depicting, identifying, locating and labeling the following, as they existed on the effective date of this law:
 - 1) lot boundaries and dimensions;
 - 2) adjacent land owners;
 - 3) permanent/semi-permanent manufactured homes or travel trailer locations;
 - 4) all adjacent and interior highways, private roads, driveways, parking areas and sidewalks;
 - 5) deed restrictions and easements affecting the lot;
 - 6) sewer, water, and other utility easements and improvements upon the lot, together with the source of access to, and the dimensions and capacities of such facilities;

- 7) manufactured home sites or travel trailer sites;
 - 8) recreational and common use areas available to occupants;
 - 9) other law improvements, including buildings and other structures, retaining walls, fences, outdoor lighting facilities, signs; and
 - 10) natural water courses, bodies of water and surface drainage patterns
- c. Two copies of the lot's legal description and of any known lot survey map; and
 - d. The required application fees.

Section 420. Filing

Each application for a permit shall be filed with the Town Clerk. Applications shall be treated as received when delivered into the possession of the Town Clerk.

Should an existing permitted manufactured home park or travel trailer park change owners and or operators, a new permit shall be pursued within sixty days of the change. Permits are non-transferable.

Section 430. Application Review

1. Filed applications shall be reviewed and permit determinations made by the Enforcement Officer unless otherwise provided by this law.
2. Within fifteen (15) days of any applications receipt, the reviewing authority shall review the application and:
 - a. If the application is incomplete or in the discretion of the authority, requires the development of further information, mail notice thereof to the applicant and afford the applicant 30 days to provide the additional data; or
 - b. If the application is complete and does not require the development of further information or if that further information is timely provided, assess conformance with the applicable standards and limitations contained in this law and on the basis deny or issue a permit, notifying the applicant thereof by mail in stating for specific reasons in the event of permit denial; or
 - c. If the additional data pertinent to the application is not provided within 30 days after the issuance of the request therefore, deny the permit, notifying the applicant by mail of the reasons therefore; and
 - d. File the final determination with the Town Clerk.
3. Submission of an application, complete or incomplete, shall constitute the applicant's consent to independent investigation by the reviewing authority of pertinent information, including but not limited to personal inspection of the subject manufactured home and of the subject lot.
4. The permit application review process need not extend to, and a permit issued pursuant to this Article shall not constitute, a determination regarding the applicant satisfaction of or conformance with other standards for property development, if any, promulgated by the United States, New York State, Lewis County, the Town of Croghan or any of their

subdivisions or agencies.

ARTICLE V. APPLICATION PROCEDURE FOR MANUFACTURED HOME PARKS AND TRAVEL TRAILER PARKS

Section 500. Objectives

In considering applications for manufactured home park and travel trailer park permits, account shall be taken not only of the minimum standards of Article IX or X, but also the health, safety, welfare, comfort and convenience of the public in general, the residents of the proposed development, and the residents of the immediate surrounding area. Appropriate additional conditions and safeguards may be imposed in order that, to the maximum extent possible, the following objectives in particular are realized:

1. Vehicular Access. Proposed access points, not excessive in number, will be adequate in width, grade, alignment, and visibility and separate from intersections or places of public assembly.
2. Circulation and Parking. There will be adequate off-street parking and loading spaces to accommodate all vehicles utilized by persons connected with or visiting the development. The interior circulation system will provide safe accessibility to all parking lots, and adequate separation of pedestrian and vehicular traffic.
3. Landscaping and Screening. All parking, storage, loading and service areas will be reasonably screened at all seasons of the year from the view of adjacent residential areas, and the general landscaping of the site will be harmonious with the surrounding areas.
4. Natural Features. The proposed development, including its sanitary and water service facilities, will be compatible with geologic, hydrologic and soil conditions of the site and adjacent areas and, to the extent possible, existing natural or scenic features and conditions will be preserved.

Section 510. Application for Park Plan Approval

Each application for manufactured home or travel trailer park plan approval shall be filed with the Town Clerk, together with the appropriate fee as determined by the fee schedule adopted by Town Board resolution. The application shall include two copies of a proposed park plan, drawn to scale, accurately depicting, identifying and labeling the following:

1. Name and address of applicant and owner, if different, and of the person responsible for preparation of such drawings;
2. Date, north point, written and graphic scale;

3. Boundaries of the lot, including distances, bearings and acreage;
4. Location and ownership of all adjacent lands as shown on the latest tax records;
5. Location, name and width of adjacent roads;
6. Location, width and purpose of all existing and proposed roads upon the lot and of existing and proposed easements, setbacks, reservations and areas of common use affecting the property with corresponding labels;
7. Location, scope and purpose of existing and proposed deed restrictions or covenants affecting the property;
8. Existing hydrologic features, together with grading and drainage plan showing existing and proposed contours at 5-foot intervals;
9. Location, use, height, and dimensions of all existing and proposed buildings;
10. Location, design and composition of all existing and proposed parking and truck loading areas with access and egress drives depicted;
11. Location of existing and proposed pedestrian access, including public and private sidewalks;
12. Location of outdoor storage, if any;
13. Location, design and component materials for all existing and proposed site improvements, including drains, culverts, retaining walls and fences;
14. Description of the proposed method of sewage disposal and the location, design, capacity and component materials for such facilities;
15. Description of the proposed method of securing potable water, whether it be private or publicly sourced, location, design and component materials for such facilities;
16. Location of proposed fire lanes, other emergency zones and fire hydrants;
17. Location, design and component materials for all existing and proposed facilities, not limited to electrical, gas and solar energy;
18. Location, size, design and component materials for all proposed signs;
19. Location and proposed development of all buffer areas, including indication of existing and proposed vegetative cover;

20. Location and design of existing and proposed outdoor lighting facilities;
21. Number and distribution of all existing and proposed ~~mobile~~ manufactured homes and mobile home sites;
22. General landscaping plan and planting schedule;
23. A draft Environmental Impact Statement (EIS), where required;
24. The proposed method of maintaining, signing and traffic control for all proposed roads;
25. Detailed sizing and final material specifications for all required improvements;
26. Estimated project construction schedule;
27. Record of application for and approval status of all necessary permits from federal, state and county officials; and
28. Other elements integral to the proposed development as considered necessary by the Town Board, including identification of any federal, state or county permits required for the project's execution.

Section 520. Town Board Review of Park Plan

The Town Board shall consider not only the proposed park plan, but also its effect on the community. Such consideration shall include, as appropriate, but shall not be limited to, the economic, social, physical and environmental aspects of the proposal. The Board may consult with local and county officials, its designated consultants, and also with representatives of federal, state, and county agencies, including but not limited to the Soil and Water Conservation District, the New York State Department of Transportation, the Department of Environmental conservation, and the Department of Health.

Section 530. Public Hearing

The Town Board shall conduct a public hearing on the application. Such public hearing shall be conducted within 45 days of the receipt of the completed application for park plan approval and shall be advertised at least five days before the hearing in the Town's official newspaper.

Section 540. Town Board Action on Park Plan Application

Within 45 days after such public hearing, the Town Board shall render a decision on the park plan application. The Town Board's decision shall be filed with the Town Clerk and a copy of it forwarded to the applicant by certified mail. The decision may approve the application, deny the application, or approve the application subject to the incorporation of specific modifications into the park plan. The decision may also impose performance assurance requirements, consistent with Article VI, as a condition of development.

Section 550. Town Board Action on SEQR

The Town Board shall, where required, be responsible for completion of a final EIS with revisions as they deem necessary, together with a statement of findings required under the State Environmental Quality Review (SEQR) Law (Section 8-0109-8 of Environmental Conservation Law). The Town Board shall file and circulate a final notice of completion as required in the provisions of Part 617, Title 6, NYCRR. The reasonable cost to the Town Board in completing the final EIS shall be paid for by the applicant.

Section 560. Endorsement of Site Development Plan

Where the Town Board renders a decision approving a park plan application, the Board shall endorse its approval upon a copy of the site development plan and shall file same with the Town Clerk. Where the decision approves the application subject to modifications, that qualification shall be noted in the Board's endorsement.

Section 570. Data to be Submitted by Applicant After Approval

The following shall be filed with the Town Clerk by the applicant after approval is given by the Town Board and before proposed development begins:

1. Vicinity Map.
This map, drawn at a scale of 2,000 feet to the inch or larger, shall show the relationship of the proposed development to existing community facilities that may affect or serve it, such as roads, shopping areas, schools, employment centers, etc. It shall show all properties, subdivisions, roads and easements within 300 feet of the proposed development. Such a sketch may be superimposed on a USGS map of the area.
2. Topographic Map.
This map, drawn at a scale of 100 feet to the inch or larger, shall show existing topography at a contour interval of not more than five feet. This map shall also show the location of significant natural features that may influence the design of the proposed use, such as water courses, swamps, wetlands, rock outcrops, wooded areas and areas subject to flooding.
3. Final Site Development Plan.
This map, drawn at a scale of 100 feet to the inch or larger, shall show the proposed development as finally approved and shall include all features and improvements described in Section 510.
4. Elevations and or Sections.
The site plan shall be accompanied by approved elevations and/or sections at the same or larger scale as required for the site plan, drawn in sufficient detail to delineate clearly the bulk and height of all buildings and other permanent structures included in the proposal.
5. Engineering Plans.
Approved engineering plans, including road improvements, drainage system and public

or private utility systems, and other such supporting data as may be necessary.

6. Assurances.

The applicant shall provide any assurances of performance required by the Town Board's decision of approval.

7. Permit Fees.

The applicant shall submit the required fees to the Lewis County Buildings and Fire Codes Department upon permit issuance.

ARTICLE VI. PARK CONSTRUCTION AND PERFORMANCE ASSURANCES

Section 610. Completion Dates

Manufactured home or travel trailer park development and construction pursuant to a plan approved by the Town Board shall, with the exception of road improvements, be completed within one year of that approval. Road improvements shall be completed within two years of plan approval. Upon reasonable cause shown, the Town Board may extend these deadlines once per project, and such extension shall not exceed six (6) months.

Section 620. Inspections

The Enforcement Officer shall make periodic inspections of park construction to verify its conformity with approved plans. The applicant, his agents and employees shall cooperate in these inspections by notifying the enforcement officer as each phase of construction is completed and by according that officer access to the site and all improvements.

Section 630. Performance Assurances

To ensure that the improvements contemplated by an approved park plan will be made in a timely fashion and in conformity with the plan, the Town Board may require the applicant to provide performance assurances. Such assurances, if required, shall consist of the following:

1. The development of construction schedules and cost estimates for each phase of the project, such estimates to be provided by applicant and approved by the Board;
2. The issuance to the Town either of a payment and performance bond in form, content and with surety acceptable to the Town, or of a certified check, which bond or check shall be in an amount acceptable to the Board up to the estimated construction cost of the entire project and shall act as security for the faithful, timely and proper completion of the project in accordance with the approved plan and the requirements of this law;
3. The written agreement of the applicant and the Town, which agreement shall:
 - a. Incorporate the requirements and limitations of Sections 610, 620 and 630(2) and

- the construction schedule and cost estimate of 630(1);
- b. Provide that upon the Enforcement Officers inspection and approval of completed phases of construction, the Town shall release so much of the total security deposit, if any, as exceeds the cost estimates for incomplete or unapproved phases of construction as contained in the agreement;
 - c. Authorize the Town, in the event the project is not completed in accordance with the approved plan by the stated deadlines, to utilize so much of the bond proceeds or escrowed deposit as may be necessary to correct and complete the project or to return the site to its original state, whichever is more feasible;
 - d. Contain such further terms, consistent with this law, as the Town may require.

ARTICLE VII.

GENERAL STANDARDS FOR ALL MANUFACTURED HOMES

The following standards shall apply with respect to each manufactured home located, relocated, maintained or occupied within the Town of Croghan unless specifically exempted by other provision in this law:

Section 710. Manufactured Home Features

1. The manufactured home shall bear a seal issued by the Federal Department of Housing and Urban Development; (HUD)
2. The manufactured home shall bear data relative to the structural zone and wind zone for which the home is designed;
3. The manufactured home shall bear data relative to the heating and insulation zone and outdoor design temperature; And
4. The manufactured home shall have either an oval roof or a pitched roof of a minimum ratio of 3" to 12" (roughly 14 degrees).

Section 720. Manufactured Home Skirting

1. The manufactured home shall be provided with a skirt immediately upon placement at its site in order to screen space between the manufactured home and the ground; and
2. Such skirts shall be of permanent material providing a finished exterior appearance; and

Section 730. Manufactured Home Pad Standards

The manufactured home site shall be provided with a pad which will give a firm base and adequate support for the manufactured home and be comprised of such other materials as are approved by the home manufacturer or by a licensed engineer; and the pad area shall be graded to ensure adequate drainage.

Section 740. Parking

1. The manufactured home site shall have at least two (2) off-road parking spaces adjacent to the manufactured home.
2. Each parking space shall measure at least 9 feet by 20 feet, and shall consist of a minimum 8-inch crushed stone base or equivalent.

**ARTICLE VIII.
MANUFACTURED HOME LOT AND PLACEMENT STANDARDS**

The following standards shall apply with respect to the location, relocation, maintenance or occupation of each manufactured home within the Town of Croghan, unless specifically exempted by other provision of this law:

Section 810. Lot Size and Character

1. Each lot intended as the site of a manufactured home must consist of at least 20,000 square feet, exclusive of such portions thereof as lie within the respective road line;
2. Such lot shall have at least 150 feet of frontage upon either a public or privately owned road;
3. At the time of manufactured home placement and thereafter, no other ~~mobile~~ manufactured home and no buildings other than accessory shares may be situated upon the lot, except that a single-manufactured home may be placed upon a lot improved by a conventional dwelling or by one other manufactured home if that lot is at least one acre in size;
4. Each lot shall have access to and provide adequate potable water supply and sewage disposal. Shared water systems will need special approval by the Town Board. Shared septic systems go against best management practices, consequently shared septic systems are prohibited from the date of this amendment within the Town of Croghan.

Section 820. Placement

The placement of the manufactured home, accessory structures, septic and well systems shall conform with the following:

1. Minimum setbacks shall be:
 - a. As to the manufactured home:
50 feet front set back from road line.
30 feet rear and side setback
 - b. As to accessory structures, septic and well systems:

50 feet front set back from road lines
20 feet rear end side setback

2. The placement site and surrounding area shall be free from adverse, unsafe and unhealthy conditions including, but not limited to: Flooding; Ponding; Poor drainage; Erosion; Soil instability; Insect and rodent breeding-areas; toxic; volatile or other dangerous substances and waste.

ARTICLE IX. MANUFACTURED HOME PARK STANDARDS

The following standards shall apply with respect to each manufactured home park created, located, constructed, altered, enlarged, maintained or operated within the Town of Croghan unless specifically exempted by other provisions of this law:

Section 910. Park location and Conditions

1. A proposed-manufactured home park shall be located where orderly development of a manufactured home park can be undertaken in harmony with development of the surrounding area in terms of traffic generation, ease and safety of vehicular access to the circulation within the park, safety of pedestrian movement, location of structures, adequacy of off road parking, placement and sizing of sewage treatment and water supply systems and other utilities, safety of fuel storage and supply, provision of open space, recreation facilities or areas, delivery of services and adequacy of landscaping and buffering.
2. No Manufactured Home Park shall be situated upon a lot less than four acres in size.
3. The setback area of a park shall be substantially landscaped to provide a screen from public roadways.
4. A proposed park shall be essentially free from adverse, unsafe or unhealthy conditions including but not limited to flooding, ponding, poor drainage, erosion, slumping or other soil instability, breeding area for insects or rodents, smoke, noise, odors, heat, glare or toxic volatile substances.

Section 920. Manufactured Home Site

Each manufactured home park shall be divided (exclusive of internal roads, open space or common areas) and marked off into manufactured home sites numbered consecutively, the number being conspicuously posted on each lot with such number to correspond with the lot shown on the site plan submitted to aid emergency response organizations.

Section 930. Manufactured Home Site Size

Each manufactured home site shall satisfy the following requirements:

1. Minimum site size shall be 10,000 square feet.
 - A. Exceptions to the minimum site size requirement may be granted in special cases where innovative park design for manufactured home parks of 10 or more manufactured homes provides clustering and allows for wide roads, a greater amount of usable recreation area, and/or open space. In no case, however, shall the site size be less than 7,500 square feet;
2. Minimum site width shall be 75 feet; and
3. Minimum site depth shall be 100 feet.

Section 940. Setbacks and Spacing

1. All manufactured homes and attached or detached accessory structures, and all other buildings, shall satisfy the following setback requirements:
 - a. minimum of 150 feet from the road line of any public road;
 - b. minimum of 30 feet from the center line of any roadway internal to the manufactured home park;
 - c. minimum of 30 feet spacing between all such structures; and
 - d. minimum of 15 feet from rear sight lines.
2. No internal roadway, parking lot, recreation area or storage facility for fuels, supplies or equipment shall be located within 50 feet of an adjoining lot.

Section 950. Park Design Requirements

1. Access. Each Manufactured Home Park shall have safe, legal means of access from one or more public roads. Such access must meet the following requirements:
 - a. Access roads shall meet the public roads at right angles and at compatible grade and shall comply with the standards set forth in Policy Standards for Entrances to State Highways as revised, established by the State of New York Department of Transportation;
 - b. Entrances shall be located directly opposite, or at least 200 feet from, the nearest intersection of public roads, if any, and at least 150 feet from any other entrances to the manufactured home park, if any;
 - c. Entrances shall be wide enough to allow reasonable turning movements of vehicles with manufactured homes attached and of service or delivery vehicles;
 - d. Entrances shall afford safe line of sight distances to and from their points of intersection with the public roads;
 - e. At least one (1) common entrance and access road shall be required to serve any manufactured home park having nine (9) or less manufactured home sites;
 - f. At least two (2) independent entrances and access roads shall be required to serve any manufactured Home Park having ten (10) or more manufactured home sites; and
 - g. Access roads connecting manufactured home park interior roads with the public

roads shall meet Town Road Standards.

2. Internal Roads.

- a. Internal roads shall be privately owned and maintained and shall provide for the safe and convenient movement of vehicles, with or without a manufactured home(s) attached.
- b. All manufactured home sites shall face on and be serviced by at least one internal road;
- c. All roads shall have a minimum 30-foot right of way, 20 feet of which must consist of paving, crushed stone or crushed gravel, and all such roads shall be so designed, graded and leveled as to permit the safe passage of emergency and other vehicles at speeds of 15 miles per hour;
- d. Straight, uniform gridiron road patterns should be avoided unless they can be relieved by manufactured home clustering, landscaping, and an open space system; and
- e. Cul de sacs shall be provided in lieu of closed end roads with a turnaround having an outside roadway arc of at least 90 feet.

3. Parking

- a. Each manufactured home shall be provided with at least two (2) off-road parking spaces adjacent to the manufactured home;
- b. At least one (1) additional off-road parking space for each three (3) manufactured homes in the Manufactured Home Park shall be provided to accommodate guest parking, service or delivery vehicles, boat or camp trailer storage, or other parking or storage demand. Such spaces shall be in centrally located parking areas and shall not interfere with the traffic circulation along internal roads;
- c. Each parking space shall measure at least 9 feet by 20 feet; and
- d. Parking spaces or areas shall have at least 8 inches of crushed stone base or 2 inches of pavement over 4 inches of crushed stone base.

4. Recreational Areas and Open Space. Easily accessible open spaces, for the common use of all residents, shall be provided. Such open space shall comprise at least 15% of the park land which does not lie within roadway or adjoining property setback areas and shall be fully maintained by the park owner. Part or all of such space shall be in the form of developed recreation areas to be usable for active recreation purposes.

5. Walkways.

- A. A minimum 4-foot-wide hard-surfaced pedestrian walkway shall be provided:
 - i. Along all access roads within the manufactured home park; and
 - ii. Connecting each manufactured home unit to the park entrance, common facilities (e.g., mailboxes, recreation areas), and any internal circulation points as determined necessary for safety.
- B. Walkways shall be constructed of durable, all-weather materials (e.g., concrete or asphalt) and shall comply with applicable accessibility standards.

- C. Walkways shall be located at least five (5) feet from the edge of vehicular access roads wherever feasible.
 - D. The park owner/operator shall be responsible for maintenance, snow and ice removal, and adequate lighting to ensure safe pedestrian use.
 - E. The Town Board may require additional walkways or modifications to existing walkways based on traffic patterns, visibility, or other safety considerations.
6. Water supply. An adequate supply of water shall be provided for all manufactured homes and service buildings. Where public water is available, connection to it shall be mandatory unless the Town Board deems otherwise. If a public water system is not available, the development of a private water supply system shall be designed by an appropriately licensed engineering firm. Such design must then be approved by the Town Engineer and approved by the New York State Department of Health.
7. Sewage. An approved sewage system shall be provided in all-manufactured home parks for the conveying, disposing, and treatment of sewage from manufactured homes, service buildings, and other accessory facilities. Such system must be designed by an appropriately licensed engineering firm. Such design must then be approved by the Town Engineer. Any sewage system must be constructed and maintained in accordance with the New York State Department of Health standards and/or Appendix 75-A, as well as all other applicable County, State, and/or Federal requirements.
8. Garbage and Refuse. It shall be the responsibility of the park owner and/or manager to ensure that garbage and rubbish is collected and properly disposed of in a waste facility outside of the manufactured home park. Exterior property areas shall be maintained free from organic and inorganic material that might become a health, safety, or fire hazard.
9. Fuel Supply and Storage
- a. General requirements. All fuel oil supply systems provided for manufactured homes, service buildings, and other structures shall be installed and maintained in conformity with the rules and regulations of the authority having jurisdiction.
 - b. Specific Requirements
 - 1) All fuel oil tanks shall be placed at rear of the manufactured home and shall be located at least five (5) feet from any exit;
 - 2) All fuel oil tanks less than 275 gallons in capacity shall be enclosed by a structure similar in appearance to the manufactured home;
 - 3) Supports or standards for fuel storage tanks are to be of a non-combustible material.
 - c. Natural gas
 - 1) Natural gas piping systems installed in manufactured home parks shall be maintained in conformity with accepted engineering practices; and
 - 2) Each manufactured home lot provided with piped natural gas shall have a shutoff valve and cap, approved by the Town Engineer, to prevent accidental discharge of gas.

d. Liquefied Gas

- 1) Any such system shall be provided with safety devices to relieve excessive pressures and shall be arranged so that the discharge terminates at a safe location;
- 2) Systems shall have at least one (1) accessible device for shutting off gas. This device shall be located outside of the individual manufactured home;
- 3) All liquid propane gas piping shall be well supported and protected against mechanical malfunction and/or injury;
- 4) Storage tanks shall not be less than 100 pounds and must be located at the rear of a manufactured home and no closer than five (5) feet from any exit; and
- 5) It is recommended that a central underground gas storage system be furnished.

10. Electrical Service

- a. Every manufactured home park shall contain an electrical wiring system consisting of wiring fixtures, equipment, and appurtenances which shall be installed and maintained in accordance with local electric power companies' specifications and regulations. All wiring fixtures must have the approval of the insurance services organization or such other authority as is designated by the Town Board;
- b. Each manufactured home stand shall be supplied with not less than a 100 ampere service;
- c. Adequate lights shall be provided to illuminate roads, driveways, and walkways for the safe movement of vehicles and pedestrians at night. A minimum lighting level of 0.03 foot candles shall be provided; and
- d. All electrical distribution lines shall be placed underground.

11. Telephone Service. When telephone service is provided to manufactured home sites, the distribution system shall be placed underground.

12. Reserved.

13. Storage Facilities. Each Manufactured Home Park shall provide 125 cubic feet of secure storage space for each individual manufactured home. Such facilities shall be located either on the individual manufactured home site or in a permanent structure within the Manufactured Home Park which is easily accessible to the park residents at all times.

14. Service Buildings

- a. Any service buildings, housing sanitation facilities, and or laundry facilities shall be permanent structures complying with all applicable ordinances and statutes regulating buildings, electrical installations, and plumbing and sanitation systems; and
- b. All service buildings and the grounds of the Manufactured Home Park shall be well lit and shall be maintained in a clean, sightly manner; and shall further be kept free

of any condition that would interfere with the health of any occupant, the general public, and/or which could constitute a nuisance or violation of the Town Zoning Law.

15. Fire Protection and Control

- a. Every manufactured home park shall be equipped at all times with fire extinguishing equipment in good working order, of such type, size, and number and at such locations within the park as will satisfy applicable regulations of the fire district within which the manufactured home park is located;
- b. No open fire shall be permitted at any place within the manufactured home park, with the exception of outdoor grills used for the preparation of foods.

Section 960. Responsibilities of Park Operators and Park Occupants

1. The person to whom a permit for Manufactured Home Park is issued shall operate the park in compliance with the standards set forth in this local law and shall provide adequate supervision to maintain the park, its common grounds, roads, facilities and equipment in good repair and in a clean and sanitary condition.
2. The park operator shall place or supervise the placement of each-manufactured home on its manufactured home stand and shall ensure its stability by securing all tie downs and installing all utility connections, or supervising same.
3. The park owner or operator shall develop, regularly update, and keep:
 - a. a written list of owner and occupant responsibilities, which shall include the name, the mailing address, the residence address, and the telephone number of the owner and operator; and
 - b. a written register of the names of all occupants, and of the make, year, structural zone and wind zone data, and the serial number, if any, of each manufactured home within the park.
4. The park owner or operator shall provide every park occupant with the list of owner and occupant responsibilities. In addition, the owner or operator shall maintain copies of that list and of the occupant slash manufactured home register at a location within the park which is readily and routinely accessible to occupants, law enforcement officials or the enforcement officer.
5. The park occupant shall be responsible for the maintenance of his manufactured home and any appurtenances thereto, and shall keep all yard space on his site in a neat and sanitary condition.
6. Any violation of this law shall be corrected within six months of issuance of an order by the Enforcement Officer.

ARTICLE X. TRAVEL TRAILER PARK STANDARDS

The following standards shall apply with respect to each travel trailer park created, located, constructed, altered, enlarged, maintained or operated within the Town of Crogan unless specifically exempted by other provisions of this law:

1. A proposed travel trailer park shall be located where orderly development of a travel trailer park can be undertaken in harmony with development of the surrounding area in terms of traffic generation, ease and safety of vehicular access to and circulation within the park, safety of pedestrian movement, location of structures, adequacy of off road parking, placement and sizing of sewage treatment and water supply systems and other utilities, safety of fuel storage and supply, provisions of open space, recreation facilities or areas, delivery of services and adequacy of landscaping and buffering.
2. Each travel trailer park shall have adequate access to a public highway, and each travel trailer site shall be serviced by interior roadways.
3. No travel trailer park shall be situated upon a lot less than ten acres in size
4. Manufactured homes shall not be located, whether permanently or temporarily, in any travel trailer park except that one e manufactured home may be so located to house the parks owner or operator, provided the standards in Article VI are satisfied and a permit is first obtained.
5. Travel Trailers within the site shall be occupied no more than 120 days per calendar year and occupancy records shall be maintained by the Park Owner/Operator.
6. Any violation of this law shall be corrected within six months of issuance of an order by the Enforcement Officer.

Section 1020. Travel Trailer Site

1. Travel trailer sites shall be located on generally level terrain, not to exceed 8% slope, that is well drained, free of flood hazard, and clear of dense brush.
2. The concerns of each travel trailer lot shall be clearly and permanently marked, and each lot numbered for identification.

Section 1030. Travel Trailer Site Size

Each travel trailer site shall be at least 2,000 square feet in size.

Section 1040. Setbacks and Spacing

All buildings and travel trailer sites shall have a setback of 125 feet from the road line of all public roads, and the setback area shall be substantially wooded and adequately landscaped to provide

screening from all public roads.

Section 1050. Park Access

Access to all sites shall comply with the standards set forth in Policy and Standards for Entrances to State Highways, as revised, published by the State of New York Department of Transportation.

Section 1060. Sewer, Water and Public Utilities

1. Sewer, water and other utilities shall be provided in accordance with the requirements of Chapter 1, Part 7, New York State Sanitary Code, which is adopted herein by reference, and subject to any other Town requirements.
2. All travel trailer parks shall provide a building containing at least one toilet, lavatory and shower for each sex, for each 20 travel trailer sites.

Section 1070. Recreation

A minimum of 10% of the total park land which does not lie within a roadway setback area shall be developed as a recreation area for the common use of trailer occupants and shall be fully maintained by the park owner.

Section 1080. Responsibilities of Park Operator

The owner or manager of a travel trailer park shall maintain an office in the immediate vicinity of the park and shall keep accurate records of: the names of park occupants; their home addresses; and the make, description, year and license or identification number of each trailer therein. These records shall be available to any law enforcement official or the enforcement officer.

**ARTICLE XI.
MISCELLANEOUS PROVISIONS**

Section 1110. Enforcement Officer

The Town Board shall appoint an Enforcement Officer to carry out the duties assigned by this local law. The Enforcement Officer shall be responsible for the overall inspection of site improvements including coordination with other officials and agencies, as appropriate. The Enforcement Officer shall be authorized to investigate alleged violations, assist with recommendations related to permits, and present recommendations for revocation to the Town Board when permit holders violate this Law.

Section 1120. Amendments

The Town Board, after public notice and hearing, may amend this law pursuant to the applicable requirements of the State of New York.

Section 1125. Permit Revocation

The Town Board shall revoke any permit issued hereunder on account of a violation of the applicable requirements contained in this law. Before taking such action, the Board shall afford

the permit holder written notice and the opportunity within 30 days thereafter either to make written demand for a hearing before the Board on the issues or to remedy the violations. Should timely demand be made for a hearing, the Town Board shall fix a day in time therefore and notify the permit holder at least 20 days in advance. In the event a formal hearing is held, the permit holder shall have the right to seek legal representation for the same.

Section 1130. Appeals

Any person aggrieved by any decision of the Town Board or any officer, department, board or Bureau of the Town, may apply to the Supreme Court for a review by a proceeding under Article 78 of the civil practice law and rules. Such proceedings shall be instituted within 30 days after the filing of a decision in the office of the Town Clerk.

Section 1140. Enforcement

1. Any person, firm or corporation who commits an offense against, disobeys, neglects or refuses to comply with or resist the enforcement of any of the provisions of this law shall, upon conviction, be deemed guilty of a violation, punishable by a fine of not more than \$300.00 or by imprisonment or by both such fine and imprisonment. Each week an offense is continued shall be deemed a separate violation of this law.
2. In addition to the penalties provided above, the Town Board may also maintain an action or proceeding in the name of the Town in a court of competent jurisdiction to compel compliance with or to restrain by injunction the violation of this law. All legal and/or court fees incurred by the Town of Croghan shall be the responsibility of the violator in question.

Section 1150. Severability

The provisions of this local law are severable. If any article, section, paragraph or provision of this law shall be invalid, such invalidity shall apply only to the article, section, paragraph or provision(s) adjudged invalid, and the rest of this local law shall remain valid and effective.

Section 1160. Variance

The Town Board may, in a proper case and after public hearing, grant a variance from one or more requirements of this law. Request for variance shall be presented by written application upon forms prescribed by the Town Board. Requests for variances must conform with any requirements outlined within the Town of Croghan Zoning Law. In reviewing such requests, the Board shall, inter alia, take account of: (1) the nature and severity of the hardship which would result from strict application of this law; (2) the character and degree of the proposed variance from the law; and (3) the circumstances underlying the requested deviation. In determining whether it is appropriate to grant an application for a variance, the Town Board must also consider whether such act would be in compliance with the State Environmental Quality Review Act.

Section 1165. Property Rights

Nothing contained in this law shall be interpreted to authorize or permit the use or development of real property without the prior consent of its owner.

Section 1170. Fees

Fee requirements shall be established by Town Board resolution. The fee shall be paid in cash, certified check, or money order payable to the Town.

Section 1180. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.