



Hays County Development Services

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Manufactured Home Rental Community (MHRC) Application Checklist

All Manufactured Home Rental Community Applications (MHRC) are subject to contain the following list of materials. Not all materials may be needed based on the scope of the development activity / project. Acceptance of documents or other information applicable to the MHRC Application shall not be construed as approval. All documents will be subject to a detailed review once a completed application has been received.

Application Materials:

- 1 – 18”x24” Hard Copy (Paper) Drawing of the Proposed Infrastructure Development Plan.
The hard copy will need to be dropped off at the Hays County Development Services Office.
Please reference Chapter 701 of the Hays County Development Regulations
- 9-1-1 Street Name Approval Letter
Please reference Chapter 701 of the Hays County Development Regulations
- Digital Data Drawing / Rendering of the Proposed MHRC (.DXF, .DWG, .SHP, .CAD)
Please reference the Hays County Digital Data Submittal Standards
- Endangered Species Act Acknowledgement Form
Please reference Chapter 705 of the Hays County Development Regulations
- Infrastructure Development Plan*
Please reference Chapter 744 of the Hays County Development Regulations
- MHRC Application / Review Fee
Please reference Chapters 701 & 744 of the Hays County Development Regulations
- Precinct Commissioner Acknowledgement Form
Please reference Chapter 744 of the Hays County Development Regulations
- Proof of Letter of Map Revision / Letter of Map Amendment Submittal to FEMA
- Proof of Public Notice and Notification
Please reference Chapters 701 & 744 of the Hays County Development Regulations
- Property Deed(s)
Please reference Chapter 744 of the Hays County Development Regulations
- Property Owner’s Affidavit of Representation
Please reference Chapter 701 of the Hays County Development Regulations
- Survey of the Proposed Manufactured Home Rental Community
Please reference Chapter 744 of the Hays County Development Regulations
- Tax Certificate / Tax Statement(s) / Tax Summary(ies)
Please reference Chapter 701 of the Hays County Development Regulations
- Traffic Impact Analysis Acknowledgement
Please reference Chapter 721 of the Hays County Development Regulations
- Utility / Service Provider Acknowledgement
Please reference Chapter 715 of the Hays County Development Regulations

*An Infrastructure Development Plan at a minimum shall include the following:

- Identify Areas Included in the 100-year Floodplain.
 - Please reference Chapter 744 of the Hays County Development Regulations
- Water and Wastewater Service Plan
 - Please reference Chapter 715 of the Hays County Development Regulations
- Roadway Design Report
 - Please reference Chapter 721 of the Hays County Development Regulations
- Traffic Impact Analysis
 - Please reference Chapter 721 of the Hays County Development Regulations
- Drainage Report / Stormwater Management Plan
 - Please reference Chapter 725 of the Hays County Development Regulations
- Facility Planning Report
 - Please reference Title 30, Chapter 285.4 of the Texas Administrative Code

Manufactured Home Rental Community Applications Must Follow the Information as Outlined in Chapter 744 of the Hays County Development Regulations.