



**City of Valley City, North Dakota**  
**Application to**  
**Operate Mobile Home Park**  
**FOR PERIOD: January 1 – December 31, 2023**

*The undersigned hereby makes application for a license to the City of Valley City, North Dakota, and agrees to comply with the requirements of City Ordinances pertaining thereto.*

**Name of Business:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address of Mobile Home Park:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City, State Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_

**New applicants or applicants with changes to the following shall file the following with the City Auditor:**

- \_\_\_\_\_ Legal description of Mobile Home Park
- \_\_\_\_\_ Complete plan of park showing compliance with Section 13-02-01
- \_\_\_\_\_ Plans and specifications of all building and other improvements constructed or to be constructed within the mobile home park

Number of Spaces	Permit Fee	Total Fee Enclosed
	\$10 per trailer space (\$10 minimum)	

**Validation/Signatures**

I promise and agree to abide by all laws and regulations of the City of valley City and the State of North Dakota including but not limited to V.C.M.C. ch. 8-07 (Mobile Homes, Recreational Vehicles, and Campgrounds) and V.C.M.C. § 11-05-11 (Mobile Home Park Requirements). \_\_\_\_\_ *(initial)*

Pursuant to V.C.M.C. § 8-07-10(2), I understand and agree that all mobile home lots must be abut upon a street or roadway which has unobstructed access to a public street, highway, or access road. All mobile home parks roadways must be weather surfaced, well-marked in the day time and lighted at night. Roadways and streets must be kept in serviceable condition in compliance with city engineering standards. \_\_\_\_\_ *(initial)*

I, \_\_\_\_\_ (full name), \_\_\_\_\_ (role) HEREBY request a license to operate and maintain a mobile home park for the period of January 1, 2023 to December 31, 2023.

I certify that all information and authorizations contained in application filed with the City Auditor's office for said licenses are affirmed and remain correct and true.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner/Corporate Office

**All applicants shall file the following with the City Auditor by December 10, 2022 as part of this application:**

- \_\_\_\_\_ Certificate of Liability Insurance
- \_\_\_\_\_ If roads are not in compliance with city requirements and standards, submit a plan & timeline to bring them into compliance.
- \_\_\_\_\_ Copy of Mobile Home Park State License
- LICENSE FEE:** \_\_\_\_\_ See above table for license fee total
- \_\_\_\_\_ Make checks payable to City of Valley City

**RETURN TO:** Valley City Auditor  
254 2<sup>nd</sup> Ave NE  
Valley City, ND 58072  
**Phone:** (701) 845 – 8125

**For City Use Only**

**For all applicants:**

Reviewed by City Administrator Signature	_____ Approved	_____ Denied
Reviewed by Building Official Signature	_____ Approved	_____ Denied
Reviewed by Police Department Signature	_____ Approved	_____ Denied
Reviewed by Commission	_____ Approved	_____ Denied