

## How to Permit and Assess Fees for a Mfd or RV Parks

Manufactured (Mfd) and RV Park development requires a permit called an ‘Area Development Permit’ or ADP. Whenever a new park, additions to an existing park, or alterations to an existing park are made – a Park permit is required. Even if an agency no longer allows Mfd or RV Park construction in their jurisdiction, say through Planning ordinance/code, if any work is done on existing parks, this permit would still be required.

**Referring citation(s): OAR 918-600-0030 and OAR 918-650-0030**

Valuation of the park must first be determined and there is a State-required methodology for doing this (*Table 2 in both citations referenced above*). The Accela intake for this record type, collects the Park Type, Number of Acres, Number of Existing Spaces, Number of New Spaces, Number of Altered Spaces, Total Number of Spaces at Completion (*note, other application specific information is also collected including estimated contractor valuation*) – all which are required in order to perform this valuation calculation. The Applicant must also have submitted the Park Class type (A/B/C – these are defined in rule) – note, when a park contains spaces in more than one class, figure the spaces in each class; then add them together to obtain the total valuation for the park.

		<b>Spaces Per Acre</b>							
<b>Park Class</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>A</b>	5901	5517	5197	4941	4685	4493	4365	4301	4237
<b>B</b>	5504	5120	4800	4544	4288	4096	3968	3904	3804
<b>C</b>	5312	5028	4608	4352	4269	3904	3776	3712	3648

Sample MD Park Table 2 - rates indicated above are State values

Using the above table, with a sample application for a NEW Class A Mfd Park with 30 spaces on 4 acres – the math for valuation would be as follows:

1. 30 spaces / 4 acres = 7.5 spaces per acre (*round up for the purpose of applying this table*)
2. 30 Class A spaces x \$4685 per space (*as per above table*) = \$140,550 valuation
3. This valuation is then applied to Table 1 of the same citation to determine the permit fee.

**All of the above calculations are accomplished in Accela by using the Valuation (Calculator) – use of the calculator (not contractor submitted valuation) is required in order to meet methodology requirements on this permit type.**

Select the Park Type under Occupancy:

Owner (1)  
Parcel (1)  
Payment  
Payment History  
Professionals (0)  
Record Status  
Related Records  
Set (0)  
Valuation (Calculator) (0)

Filter by Record Type  
Occupancy  
A-1 theaters with stage  
H-4 High Hazard  
H-5 HPM  
I-1 supervised environment-cond 1  
I-1 supervised environment-cond 2  
I-2 hospitals  
I-2 nursing homes  
I-3 restrained  
I-4 day care facilities  
M Mercantile  
Park - Manufactured Home  
Park - RV  
R-1 hotels  
R-2 multiple family  
R-3 1 & 2 family  
R-4 care/asst living facility-cond 1  
R-4 care/asst living facility-cond 2  
S-1 moderate hazard  
S-2 low hazard  
U Utility, misc.  
U Utility, misc. - half rate

Multiplier: 1.0000  
Extra Amount: 0.00  
Total Job Value: \$0.00

Construction Type: IA  
Enter Sq. Footage / # of Spaces: 0  
Unit: Sq Ft  
Version: P-04012022  
Unit Cost: \$309.06  
Total Job Value: \$0.00

Select the Spaces per Acre under Construction Type:

Owner (1)  
Parcel (1)  
Payment  
Payment History  
Professionals (0)  
Record Status  
Related Records  
Set (0)  
Valuation (Calculator) (0)

Filter by Record Type  
Occupancy  
Park - Manufactured Home  
Class A - 04 Spaces/Acre  
Class A - 05 Spaces/Acre  
Class A - 06 Spaces/Acre  
Class A - 07 Spaces/Acre  
Class A - 08 Spaces/Acre  
Class A - 09 Spaces/Acre  
Class A - 10 Spaces/Acre  
Class A - 11 Spaces/Acre  
Class A - 12 Spaces/Acre  
Class B - 05 Spaces/Acre  
Class B - 04 Spaces/Acre  
Class B - 06 Spaces/Acre  
Class B - 07 Spaces/Acre  
Class B - 08 Spaces/Acre  
Class B - 09 Spaces/Acre  
Class B - 10 Spaces/Acre  
Class B - 11 Spaces/Acre  
Class B - 12 Spaces/Acre  
Class C - 04 Spaces/Acre  
Class C - 05 Spaces/Acre

Multiplier: 1.0000  
Extra Amount: 0.00  
Total Job Value: \$140,550.00

Construction Type: Class A - 08 Spaces/Acre  
Enter Sq. Footage / # of Spaces: 30  
Unit: Spaces  
Version: 04012013  
Unit Cost: \$4,685.00  
Total Job Value: \$140,550.00

Spaces per Acre is determined by dividing the total number of spaces by the provided acreage (rounding up for the purpose of this methodology). In this example, 30 spaces are being added on 4 acres; 30 / 4 = 7.5 spaces per acre

Once a valuation is determined using the Valuation Calculator (*Table 2 methodology*) – you will go to the FEES tab on the record. Fees will have automated with creation of the record but will have used the Valuation Contractor – on the FEES tab, you will need to flip the Fee Calc Factor to the Valuation Calculator for accurate calculation of the fees.

Fee History (14)  
Inspections (0)  
Owner (1)  
Parcel (1)  
Payment  
Payment History  
Professionals (0)  
Record Status

View notice  
Menu Add Delete Void Invoice ReCalc Help

Fee Calc. Factor: Job Value/Contractor \$100,000.00  
Showing 1-5 of Job Value/Contractor \$100,000.00  
Job Value/Calculator \$140,550.00  
Fee Total: \$1,131.91

Fee Item	Qty	Unit	Fees	Status	Balance Due	Invoice #	Assessed	Fee Code	Notes
Manufactured dwelling park permit	543.57	Ea	\$543.57	NEW	\$543.57	05/24/2023	B_MD_RV...		85% of the total manufactured dwe...
Manufactured dwelling park plan review	353.32	Ea	\$353.32	NEW	\$353.32	05/24/2023	B_MD_RV...		85% of the total manufactured dwe...
15% of manufactured dwelling park permit	639.5	Automatic	\$95.93	NEW	\$95.93	05/24/2023	B_MD_RV...		15% of the total manufactured dwe...
15% of manufactured dwelling park plan review	415.68	Automatic	\$62.35	NEW	\$62.35	05/24/2023	B_MD_RV...		15% of the total manufactured dwe...
State of Oregon Surcharge - MFD (12% of applicable fees)	639.5	Ea	\$76.74	NEW	\$76.74	05/24/2023	B_ST_SR...		

Upon changing the Fee Calc Factor to Valuation Calculator, the fees will automatically recalculate.

**Important Note:** the assessed fees are scripted to be automatically split into 85% and 15% as per statute (ORS 455.170(2) and ORS 446.430(2)) – where the 15% portion is remitted to the State through the State Surcharge process each month, therefore is included on State Surcharge reporting. This 15% remittance is used to provide informational material necessary to maintain a uniform state program. The 85% portion is retained by the permitting agency.

Fees are calculated from a configured back-end fee formula in Accela (*as per Table 1 rates and method*). If your fees do not appear to be calculating correctly, submit a helpdesk ticket to [epermitsupport.BCD@dcb.org](mailto:epermitsupport.BCD@dcb.org) to request a review of this rate formula.