

Requirements for Oakridge New-Home Approval

General:

1. Become familiar with the Oakridge Architectural Restrictions & Requirements document. Compliance with its terms is a condition of approval, and both the dealer and the homeowner will be required to sign it. Additions to that document are A) No wood-burning fireplaces; B) No side-mounted porch/step handrails.
2. Applications will be processed within five working days after submittal to either the Oakridge office or electronically to Continental Mobile Housing's (CMH) office. It's preferred that dealers scan each submittal package and email it to info@projectoakridge.com (email address for the CMH office) for approval, however, the Oakridge office will also accept *hand-delivered submittals of original documents*, in which case onsite staff will electronically forward them to the CMH office for approval.
3. To be included in each submittal package:
 - a. An accurately-scaled (in either 1' = 10', or 1/8" = 1') plot plan that shows everything noted in item 2 of the Oakridge Architectural Restrictions & Requirements document, plus any additional items on the plot-plan example. Drawings must be on letter or legal-sized paper.
 - b. The house floor plan and front elevation.
 - c. Information on exterior colors.
 - d. A copy of the Oakridge Architectural Restrictions & Requirements, signed by the homeowner and the dealer.
 - e. A completed Oakridge New Home Application.

No faxes of submittal packages will be accepted.

4. The two HCD application forms (HCD 50 & HCD 538) must be submitted to the Oakridge office for a "wet" park-ownership/management signature, which will only be given upon the CMH office's approval of the items in the submittal package noted above. Once signed, the two HCD forms can then be given to an onsite HCD representative who will process the application and issue the permits from the Oakridge office. The representative will be present for that purpose on most Tuesdays and Thursdays. If that is not convenient, the dealer may go to HCD's Riverside office *on alternate days* with the signed forms for permits. *If the dealer needs to have the signed HCD forms mailed back, he or she should include a self-addressed, postage-paid envelope for that purpose.*

Reminders:

1. All homes must be installed on a State-approved & inspected foundation system (item 20).
2. Masonry porches, steps, skirting (items 11, 13, 14).
3. Garages (item 8). It's extremely important how the garage integrates into the house (except for separate, detached garages). Be mindful of the 8' plate-height limitation and design the garage roof accordingly. Head room at the steps from inside the garage to the house can sometimes be a consideration. There are ways to mitigate that in an attractive manner without needing to build an unattractive, unnecessarily-high garage.
4. The Oakridge office must be notified in writing of the proposed delivery date of a house and its permit number, not less than 10 days in advance of the proposed delivery.

Our intent is to make this process as efficient and painless as possible for all concerned, while maintaining safeguards to ensure high-quality installations in the long-term interests of Oakridge and its residents.