«CMD.TODAY»

«OWNER»

«SITE\_ADDR»

«SITE\_CITY», «SITE\_STATE» «SITE\_ZIP»

Re: «DESCRIPTION»

Dear Property Owner:

This notice is to inform you that the zoning compliance certificate to operate your manufactured home park will expire on «EXPIRED\_BY»and an inspection will soon take place.

This letter is merely to make you aware that to avoid penalties you must:

1. Pass all inspections: AND
2. We must have the 2-Year Tax & Environmental form complete with signatures from all required agencies.

**Please complete the enclosed form and return it as soon as possible to Harnett County Environmental Health Department, 307 Cornelius Harnett Blvd, Lillington, NC 27546.**

This is an over-all inspection of the park as it pertains to septic tanks and general sanitation. After their inspection, environmental health will send this form directly to the **Harnett County Tax Department** for confirmation that there are no tax issues with the park. Due to the lengthy process of going through several county departments it is very important that you mail in the enclosed document as soon as possible.

**An inspection will be performed by the planning/zoning inspector by the 15th of the month your park license expires**. This inspection is for the general maintenance and up-keep of the entire park as stated in the Harnett County Manufactured Home Park Ordinance adopted September 15, 2003.

**Zoning Compliance Certificate for the operation of your park will be withheld until all inspections are passed and the enclosed form is received with signatures from the Environmental Health Department and the Harnett County Tax Dept.**

After your park passes all inspections and necessary signatures are received, you will then need to renew the zoning compliance certificate for the park. **The zoning compliance certificate is $150.00 plus $7.00 per lot and is valid for two years**. If at any time during the two years violations are found to exist, your park zoning compliance certificate will be subject to being revoked and another inspection and certificate will be required. If an inspection is made and violations exist, there is a $50.00 per trip fee that will be charged for each re-inspection. **Do not send any money until you are contacted by the inspector with the results of the inspection. The inspector will mail an invoice for the zoning compliance certificate including any additional fees. Fees are subject to change as adopted by the Harnett County Board of Commissioners.**

Failure to renew the zoning compliance certificate by the expiration date may result in penalty fees as outlined in the Harnett County Manufactured Home Park Ordinance.

**If you received this notice and are no longer the owner of the park please contact the Planning Department as soon as possible.**

Questions may be directed to the Harnett County Planning Department at (910) 893-7525 option 4. The telephone number for Environmental Health is (910) 893-7547 and the Tax Department number is (910) 893-7520. Thank you for your cooperation and feel free to contact us for assistance.

Sincerely,

Amy D. Driggers

Amy D. Driggers

Development Compliance Officer

Attachments:

Two-Year Manufactured Home Park Existing Septic Tanks and Tax Listing Certification Form