

City of Roberts, Idaho Structure Relocation Application 208-228-3220

APPLICATION INFORMATION

Applicant Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY OWNER INFORMATION *(if different from applicant)*

Owner Name: _____

Mailing Address: _____

Phone: _____ Email: _____

PROPERTY INFORMATION

Current Location (Address and Parcel #):

Address: _____

Parcel #: _____

Destination Location (Address and Parcel #):

Address: _____

Parcel #: _____

STRUCTURE INFORMATION

Structure Type:

Mobile / Manufactured Home

Modular Structure

Stick-Built Structure

Accessory Structure

Other: _____

Approximate Size (sq. ft.): _____ **Year Built:** _____

MOBILE / MANUFACTURED HOME (IF APPLICABLE – REQUIRED)

Not Applicable

Title Number: _____ **Year Built:** _____

HUD Label / Serial Number: _____

Manufacturer: _____

Age Verification Provided:

Yes (attached) No (application incomplete)

RELOCATION INFORMATION

Move Type:

Into City Limits Out of City Limits Within City Limits

Estimated Start Date: _____ **Estimated Completion Date:** _____

Move Method:

Fully intact transport Partial disassembly / reassembly Other: _____

MOVE CONTRACTOR INFORMATION (REQUIRED)

Prime Moving Contractor

Company Name: _____

Contact Person: _____

Phone: _____ Email: _____

License #: _____

Bonded: Yes No

Bond Company: _____

Bond #: _____

Subcontractors (Move Operations Only)

(Only include contractors directly involved in transport, lifting, escort, or utility disconnection for the move.)

Subcontractor #1

Company Name: _____

Role: Transport Crane Utilities Escort Other

Contact: _____

Phone: _____

Subcontractor #2

Company Name: _____

Role: _____

Contact: _____

Phone: _____

Additional pages attached

WRITTEN RELOCATION PLAN

Attached Not Attached

Summary (if not attached):

HAZARD MITIGATION PLAN

Describe measures to protect public safety and infrastructure:

CERTIFICATION

I certify that the information provided is true and acknowledge that:

- No structure may be moved without City approval
- Work may not begin prior to authorization
- No structure may be occupied until a Certificate of Occupancy is issued
- Additional permits may be required

Applicant Signature: _____ **Date:** _____

OFFICE USE ONLY

Date Received: _____ **Received By:** _____

Application Status:

Complete Incomplete Pending Review

REVIEW

Zoning Review: Approved Denied N/A **Building Official Review:** Approved Denied N/A

Utility Coordination Required: Yes No **Right-of-Way / Traffic Impact:** Yes No

Mobile Home Title / Age Verified (if applicable): Approved Denied N/A

ACTION

Approved Approved with Conditions Denied

Conditions / Notes:

Denial Reason (if applicable):

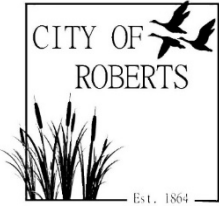
City Office Signature: _____ Title: _____ Date: _____

If Approved with Conditions (if applicable)

If Denied

Denial Reason(s):

Required Corrections / Notes for Reapplication:



CITY OF ROBERTS

STRUCTURE RELOCATION INFORMATION SHEET

PURPOSE

This application is required for any structure being moved into, out of, or within the City of Roberts. It ensures safe transport, protects public infrastructure, and verifies compliance with zoning and building requirements.

MOBILE / MANUFACTURED HOME REQUIREMENTS

This section applies only to mobile or manufactured homes.

The following are required due to City age restrictions and title verification standards:

- Title number
- HUD label or serial number
- Manufacturer
- Year built
- Age verification documentation

Applications missing required information will be considered incomplete.

RELOCATION INFORMATION

This section outlines timing and method of the move.

- Establishes scheduling for City review and coordination.
- Identifies whether special transport or escorts are required.
- May trigger additional permitting for oversize or roadway impacts.

MOVE CONTRACTOR INFORMATION

This section identifies all parties directly involved in physically moving the structure.

Includes only:

- Prime moving contractor
- Transport / hauling companies
- Crane or lifting operators
- Traffic control / escort services
- Utility disconnect/reconnect crews (move-related only)

WRITTEN RELOCATION PLAN

This plan must describe how the structure will be safely moved.

Should include:

- Transport route
- Method of relocation
- Traffic control measures
- Utility coordination
- Structural stabilization during transport
- Weather contingency planning

HAZARD MITIGATION PLAN

This section identifies risks and how they will be managed.

Common hazards include:

- Overhead utilities
- Road obstruction or damage
- Weather conditions
- Debris or material loss
- Public exposure during transport

Applicants must explain mitigation measures for each applicable risk.

CERTIFICATION

The applicant acknowledges:

- No structure may be moved without City approval
- Work may not begin prior to authorization
- No structure may be occupied until a Certificate of Occupancy is issued
- Additional permits may be required depending on scope of work