

**FREQUENTLY ASKED QUESTIONS**  
**SAN MATEO COUNTY**  
**MOBILEHOME PARK CHANGE OF USE ORDINANCE**

In September of 2017, the San Mateo County Board of Supervisors adopted a new ordinance requiring owners of mobilehome parks to obtain a Change of Use Permit from the County before they are allowed to close or convert an existing mobilehome park to another use. The full ordinance is available at: <https://housing.smcgov.org/mobile-home-parks-rules-parks-unincorporated-areas>

- *Which mobilehome parks does the ordinance apply to?*

The ordinance applies to all mobilehome parks within the unincorporated area of San Mateo County. It does not apply to mobilehome parks within cities.

The mobilehome parks covered by the ordinance are:

<p><b>BAYSHORE VILLA MANUFACTURED HOUSING COMMUNITY</b>            3499 E. Bayshore Rd.            Redwood City, CA 94063            (415) 366-0608</p>	<p><b>BELMONT TRAILER PARK</b>            100 Harbor Blvd.            Belmont, CA 94002            (805) 773-4434</p>
<p><b>LA HONDA TRAILER PARK</b>            Hwy 84            La Honda, CA 94020            (415) 365-3133</p>	<p><b>PILLAR RIDGE</b>            164 Culebra            Moss Beach, CA 94038            (650) 728-3389</p>
<p><b>REDWOOD TRAILER VILLAGE</b>            855 Barron Ave.            Redwood City, CA 94063            (999) 366-7383</p>	<p><b>SEQUOIA TRAILER PARK</b>            730 Barron Ave.            Redwood City, CA 94063            (415) 366-0608</p>
<p><b>TRAILER VILLA</b>            3401 E. Bayshore Rd.            Redwood City, CA 94063            (415) 366-0608</p>	

- *What is a “change of use” that requires a permit from the County?*

A change of use includes closing a park, or converting a park from a mobilehome park to another use, such as a new residential development. A change of use can include closing or converting an entire park, or just a part of a park.

- *What does a park owner need to do to obtain a change of use permit from the County?*

The ordinance requires that a park owner follow a detailed process to get the County's permission to close or convert a park. This includes meetings with the County, notice to park residents, preparation of a detailed study (a "relocation impact report") that identifies impacts of closure on residents, and a plan to mitigate, or offset, those impacts on residents.

- *What resources are available for mobilehome residents if an owner closes or converts a park?*

First, the ordinance requires that residents receive advance notice before a park is closed – a minimum of 15 months' notice is required before residents are required to vacate. Second, the park owner is required to provide a relocation counselor to help residents find a new place to live and to help with the moving process. Third, the park owner will be required to pay the reasonable costs of relocation for each resident. This could include moving costs and security deposits, and the cost to move your mobilehome to a new park, if possible, or payment for the in-place value of the unit, if moving the unit is not possible.

- *Who is eligible to receive assistance in the event of a park closure or conversion?*

The ordinance requires that the park owner provide assistance to all residents legally residing in the mobilehome park, regardless of the type of structure they are occupying, at the time the park owner issues a notice of intent to apply for a change of use permit. Residents who move into the park after this notice has been provided may not be eligible for relocation assistance.

- *Who will be overseeing the change of use permit process?*

The County Department of Planning and Building will administer the change of use permit program. All permits are subject to the approval of the County Planning Commission and can be appealed to the Board of Supervisors.

- *If a mobilehome park site is converted to newly constructed housing, can park residents return to live in the new housing?*

The ordinance requires that displaced residents of the mobilehome park be given the first right of refusal to purchase or rent any new homes to be constructed on the park site.