

# **Macon County Abandoned Manufactured Home Project Initiative**

## ***Purpose:***

In an effort to assist the citizens of Macon County in the removal of abandoned manufactured homes from properties in Macon County for the purpose of improving the visual landscape of the county and removing potential threats to environmental and public health, the County has adopted the Abandoned Manufactured Home Project Initiative (AMHPI). Under this Initiative, the County agrees to provide financial relief in the form of an assistance credit to offset the cost of demolition and disposal of such homes to any qualifying property owner wishing to participate in the program. This program will be reviewed annually as part of the Macon County budget process. Continuation of the program will be assessed each year on the bases of participation applications and availability of funds to operate the program.

## ***Eligibility:***

Availability of the program is limited to one home per property per year. Property owners wishing to remove more than one abandoned manufactured home must re-apply one year after assistance is granted and will be placed into the program in order of applications on file at the time an additional request is submitted (this requirement may be waived in the event that funds remain after all other parties are assisted at the time of the second request).

This program is not available to manufactured home parks/rental units, or retail sales outlets. This program is not available to any homes brought into Macon County and abandoned after the adoption of this program. Finally, this program is not available to individuals that have purchased property on which the home sits for the purpose of development of the property. Each of the previous limitations are based on the County's position that costs related to these circumstances represent a "cost of doing business", and therefore, the AMHPI funding is not made available.

*(Note: Eligibility limitations may be lifted for outside funding sources to this program that do not contain such exclusions should they become available. However, Macon County would not contribute to such programs and excluded participants would have to provide any and all required matching funds.)*

## ***Program Assistance:***

The County will establish an annual fund for the removal of these homes and will accept homes into this program each year until the assistance funds are depleted or all requests are fulfilled, whichever comes first. Macon County will provide assistance of up to \$1,000.00 per approved application. These funds may be used toward demolition permit fees, and/or landfill tipping fees. Costs generated outside of County services (demolition and transportation) are the responsibility of the applicant.

## ***Program Requirements:***

Interested parties shall complete and return an AMHPI Application Form to the Macon County Code Enforcement Department. Criteria and conditions of acceptance into the program are listed below:

1. Participants must provide proof of ownership of the home and property, or provide approval from the property owner demonstrating their acceptance of the program

requirements. A waiver of liability for any damage to the property from the deconstruction of the manufactured home shall be provided. Participants must sign a Confession of Judgment up to the amount of \$1,000, in accordance with the amount of financial assistance the County is providing.

2. Participants must obtain and complete a Demolition Permit from the Macon County Code Enforcement Department prior to commencing deconstruction of the home.

3. Participants must be able to demonstrate that the abandoned manufactured home is vacant and has no remaining use or value to the property owner.

4. Participants must not be in violation of any County Ordinance and must not be in arrears for any property taxes owed to the County.

5. Participants must provide proof of payment for all services in excess of the assistance credit awarded prior to receiving this assistance credit from the County. Failure to provide payment will result in disqualification from participation in the AMHPI.

6. Should participants offer the property from which the abandoned mobile home was removed for sale, or enter into a contract for sale of the property, or otherwise transfer the property for 12 months following removal of the manufactured home and signing of the Verification of Site Abatement form; Section 7 of this agreement will become effective. Participants must further agree to maintain the property from which the manufactured home was removed in a sanitary state for at least 6 months after receiving assistance. "Sanitary state" means the property has not been allowed to fall into disrepair or to be used for the storage of waste, junk cars, or other debris.

7. Failure to comply with the requirements of Sections 5 or 6 will result in the immediate filing of the Confession of Judgment with the Court to recoup all assistance credits.

**APPLICATION TO PARTICIPATE IN THE MACON COUNTY  
ABANDONED MANUFACTURED HOME PROJECT INITIATIVE**

INSTRUCTIONS: Clearly print or type all sections below. Mail or hand deliver the completed form to:

Macon County Code Enforcement Department  
Attn: AMHPI  
1834 Lakeside Drive  
Franklin, NC 28734

**A. Owner Information.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: Primary \_\_\_\_\_ Secondary \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_

**B. Abandoned Home Information.**

Type  Singlewide  Doublewide  Triple wide

Model \_\_\_\_\_

Color \_\_\_\_\_

Dimensions \_\_\_\_\_

Serial Number \_\_\_\_\_

**C. Location.**

Please provide directions to the location of the abandoned Manufactured home from the nearest major thoroughfare.

**D. Tax Information.**

The abandoned home to be deconstructed is or was listed with the Macon County Tax Office in the name(s) of:

**E. Agreement/Consent.**

By signing this application, I/we agree to remove all personal items from the home prior to deconstruction; disconnect or cause all utilities to be disconnected; and that reasonable access to the home for trucks and heavy equipment will be provided. Additionally, by signing below, I certify that all information provided in this application is true and correct, to the best of my ability.

**F. NOTICE.**

Any re-use of the site formerly occupied by the deconstructed manufactured home must comply with Macon County regulations and any applicable State of North Carolina Regulations. Any violation of the terms of this agreement and AMHPI Program, including this application, voids participation in the Program.

**G. Certificate of Compliance.**

By signing this application, I certify that the manufactured home to be deconstructed was not brought into Macon County for the purpose of being included in this Program.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

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*Official use Only*

Date Received: \_\_\_\_\_ Processed By: \_\_\_\_\_

Application Number: \_\_\_\_\_

Confirmation Sent: \_\_\_\_\_ By: \_\_\_\_\_

Vendor Notified: \_\_\_\_\_ By: \_\_\_\_\_

# MACON COUNTY NORTH CAROLINA

## AUTHORIZATION TO ENTER/HOLD HARMLESS AGREEMENT

Name(s) of Home Owner(s): \_\_\_\_\_

\_\_\_\_\_

Address of Home Owner(s): \_\_\_\_\_

\_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

\_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

\_\_\_\_\_

Street Address of Home: \_\_\_\_\_

\_\_\_\_\_

Serial/Title Number of  
Manufactured Home: \_\_\_\_\_

WHEREAS Macon County has initiated a program for the demolition and disposal of abandoned manufactured homes owned by eligible participants in Macon County; and

WHEREAS the owner has chosen to participate in this program; and

WHEREAS the County must enter the real property where the manufactured home is located in order to inspect the site both before and after demolition, to determine its program eligibility and confirm removal of all demolition debris; and

WHEREAS the County may contract with a third party vendor to perform the demolition and removal of the abandoned manufactured home;

THEREFORE, for the consideration provided herein, the Owner of the Manufactured Home identified above and the Owner of the Underlying Property hereby;

1. Grant the County, its officer, employees, assigns, authorized contractors, and authorized subcontractors, the right to enter and re-enter the Property for purposes of demolition of the manufactured home and all other work activities related to the administration of the County's Abandoned Manufactured Home Project Initiative; and
  
2. Agree to release, acquit, defend, and forever discharge the County, and its officers, employees, and assigns while acting in their official capacity, from any and all claims, actions, causes of action, damages, loss of service, costs, or expenses involving the demolition of the manufactured home, the County's entry onto the Property or the performance of work necessary to demolish the manufactured home; and

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Home Owner's Signature

\_\_\_\_\_  
Home Owner's Signature

\_\_\_\_\_  
Underlying Property Owner's Signature

\_\_\_\_\_  
Underlying Property Owner's Signature

(The Following Must be Completed if Any of the Above Parties are a Corporation or Partnership)

\_\_\_\_\_  
Name of Corporation or Partnership

By: \_\_\_\_\_  
Authorized Corporate Officer or General Partner

Attest: \_\_\_\_\_  
Corporate Secretary

**STATEMENT OF OWNERSHIP**

Date: \_\_\_\_\_

I, \_\_\_\_\_, declare that the manufactured home described as:

Serial # \_\_\_\_\_,

located at

Tax Parcel ID#: \_\_\_\_\_

does in fact belong to me and that I am the person authorized to grant the removal and demolition of the above described property.

Signature: \_\_\_\_\_

# Macon County North Carolina

## Code Enforcement Department

### DEMOLITION VENDOR APPLICATION FOR ABANDONED MANUFACTURED HOME PROJECT INITIATIVE

Application No: \_\_\_\_\_

Date: \_\_\_\_\_

**Applicant:**

Business Name: \_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

Name of Alternate Contact: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

**NOTE:** All demolition contractors shall be required to carry current General Liability and Workers' Compensation Insurance in order to participate in the Macon County Abandoned Manufactured Home Project Initiative, and shall be required to furnish proof of such insurance prior to signing any legal contract with Macon County.

I hereby authorize filing of this application, authorize Macon County and its agents to obtain information (such as proof of General Liability and Workers' Compensation Insurance) to determine the eligibility of my demolition business for this assistance program, certify that, to the best of my knowledge, the information in this application is correct and the General Liability and Workers' Compensation carriers, and acknowledge that any misrepresentation in this application may be grounds for denial of the application.

\_\_\_\_\_  
Applicant Signature(s)

\_\_\_\_\_  
Date



**REQUEST FOR PROPOSAL**  
**DEMOLITION OF ABANDONED MANUFACTURED HOME**  
**STRUCTURE**

Macon County is accepting proposals for the **Demolition of Abandoned Manufactured Home Structure located at**

Proposals will be accepted by the Macon County Code Enforcement Department, 1834 Lakeside Drive, Franklin, North Carolina, 28734 **until 4:00 PM, EST,** \_\_\_\_\_, **20**\_\_\_\_\_. Macon County reserves the right to reject any and/or all proposals.

The Contractor shall provide all labor, expertise, equipment, machines and tools necessary to perform demolition and debris removal. The work sites will be identified by street address of the primary structure located at the site and each site will be additionally identified by the Tax Identification Number of the property.

The Contractor to whom this contract is awarded shall secure and maintain, at its sole expense, adequate commercial general liability insurance applicable to the Work of this contract during the duration of the Contract. Contractor shall also maintain workers' compensation insurance during the duration of this contract. Satisfactory certificates of insurance shall be filed with the County prior to starting any work on the Contract.

All insurance companies must be licensed to do business in the State of North Carolina.

Insurance policies, except Workers' Compensation, shall be endorsed (1) to show Macon County as an additional insured, as their interests may appear, and (2) to amend cancellation notice to 45 days, pursuant to North Carolina Law.

The successful proposal shall agree to defend, indemnify and hold harmless Macon County from all loss, liability, claims, actions damages, or expenses (including reasonable attorney's fees) arising from bodily injury, including death or property damage, to any person or persons caused in whole or in part by the negligence or willful misconduct of the Contractor.

**The pricing submitted for the subject Work shall be all-inclusive. The lump sum cost submitted by Contractor shall include all labor, materials, overhead, profit, insurance, fees, etc. to cover the removal of all debris generated by the demolition and removal of any debris which is deemed necessary to complete the demolition at the work site.**

**Scope of Services:** The awarded Contractor(s) shall be responsible for the complete demolition, removal, and any other associated Work related to the project. The Work shall include, but is not limited to, the following services:

- ◆ Obtain and provide all required permits and approvals through completion of the demolition and clean up process

- ◆ Obtain an asbestos inspection and report on the manufactured home, if required by state or federal law
- ◆ Remove fencing on the property containing the abandoned manufactured home as necessary to gain access to the home (reinstallation of fencing to be done by owner at owner expense)
- ◆ Remove trees or vegetation on the property containing the abandoned manufactured home as necessary to gain access to the home and facilitate demolition and removal
- ◆ Disconnect and cap all utility connections to the abandoned manufactured home, including, but not limited to, connections from a septic system or sewer line, water line, electric line, or telephone line. Contractor shall not remove, damage, or destroy existing utility connections or devices
- ◆ Disconnect connections from the manufactured home to any heating, ventilation, and air conditioning units and remove and properly dispose of the units. Contractor shall not remove, damage, or destroy existing utility connections or devices
- ◆ Remove and properly dispose of white goods from the manufactured home
- ◆ Remove and properly dispose of all underpinning, skirting, and/or curtain walls beneath the manufactured home
- ◆ Demolish and properly dispose of the manufactured home unit
- ◆ Demolish, remove, and properly dispose of any masonry foundation, steps, and piers associated with the manufactured home
- ◆ Demolish and properly dispose of any decks, porches, or room additions attached to the manufactured home
- ◆ Separate all tires from the manufactured home and properly dispose of them
- ◆ Remove and properly dispose of all debris associated with demolition of the manufactured home
- ◆ Properly cover all transported loads containing demolition debris and/or other materials associated with the demolition
- ◆ Perform any other services not listed above that, after a site visit, you deem necessary to complete the demolition, removal, and disposal of the abandoned manufactured home and associated debris and materials, and cleanup of the demolition site, as specified below (such services shall be included in the proposed lump sum cost on page 3, but you may note their individual costs below to help County staff compare this proposal to other proposals that may not contain them):

Note: Proper disposal of materials or debris means disposal at the Macon County MSW Landfill or Recycling Processing Center.

The Bidder certifies that he has examined the site of this Work and informed himself fully in regard to all conditions pertaining to the place where the Work is to be performed.

In all operations related to the Work herein specified, all federal, state, county, and local ordinances and laws controlling or limiting in any way, the action of those engaged in the Work must be respected and strictly complied with. The Contractor is responsible for and must obtain all permits and pay fees as required.

Once the contract has been awarded, the awarded Contractor will have thirty (30) calendar days to obtain all necessary permits and schedule pre demolition inspection.

Questions concerning the proposal should be directed to the Program Administrator, Jack Morgan, Macon County Code Enforcement, (828) 349-2170.

The award shall be made to the lowest responsible bidder or bidders, taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.

I, the undersigned, as a Bidder, have carefully read the Request for Proposal. I declare that this proposal is made without connection with any person, company, or parties making a bid, and that it is in all respects fair and in good faith, without collusion or fraud.

I hereby propose to furnish the services specified in the Request for Proposal. I agree that my proposal will remain firm a period of up to 90 days in order to allow the County adequate time to evaluate the proposals and award the contract.

**Lump Sum Cost for Demolition of Abandoned Manufactured Home Located at,**

\_\_\_\_\_ : \$ \_\_\_\_\_

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this proposal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

It is distinctly understood that the County reserves the right to reject any or all proposals.

\_\_\_\_\_  
NAME OF FIRM

Federal Tax ID: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
AUTHORIZED SIGNATURE

Fax: \_\_\_\_\_

\_\_\_\_\_  
MAILING ADDRESS

Email: \_\_\_\_\_

\_\_\_\_\_  
CITY, STATE, ZIP CODE

Date: \_\_\_\_\_