

October 7, 2009

Curt McCracken  
AMH Grant Program Manager  
Division of Pollution Prevention and Environmental Assistance

RE: Abandoned Manufactured Home Grant program

I respectfully submit the following information to you for consideration of grant funding through the Solid Waste Management Trust Fund for the purpose of proper demolition, disposal, and recycling of abandoned manufactured homes in Harnett County.

Harnett County is located in the central portion of the State and is approximately 634 square miles in size with a population of approximately 110,098 citizens. The western portion of the county is affected by the influence that Fort Bragg has on its residential growth pattern. A large number of manufactured homes are chosen to satisfy the residential housing needs for the citizens of Harnett County. The 2001 census illustrates that 31% of the housing stock is manufactured housing. In the last 7 years over 41% of the homes that received a certificate of occupancy were manufactured homes. The past trends and current demand of manufactured housing has resulted in a large number of properties that contain abandoned manufactured homes.

Harnett County has attempted to address the issue of removing abandoned manufactured homes from properties across the county. A management program called Abandoned Manufactured Home Planning Initiative (AMPI) was created to assist property owners in the proper removal and disposal of abandoned manufactured homes. This program offers financial and technical assistance to property owners as an incentive to remove the homes from their properties.

Harnett County is requesting to be accepted as a recipient of funding administered through the Division of Pollution Prevention and Environmental Assistance (DPPEA) in order to continue efforts in the removal of abandoned manufactured homes. Harnett County is rated a Teir 2 County therefore we request to be considered for additional supplemental funding for costs in excess of the maximum reimbursement rate. Harnett County also requests to be considered for the one-time \$2,500.00 planning grant for the development of the abandoned manufactured home program. This request will assist in the cost recovery of staff time involved in the development of the program and the ongoing expenses that are associated with the identification of abandoned manufactured homes.

Sincerely,

Randy Baker, CZO  
Senior Zoning Inspector  
Harnett County Planning Services

**Eligibility Requirements:**

- Harnett County is in the central portion of North Carolina and was founded in 1855.
- Harnett County adopted the Abandoned Manufactured Home Planning Initiative (AMPI) as Appendix “E” to the Solid Waste Management Plan as a method of managing the deconstruction and disposal of abandoned manufactured homes. The amendment was approved on March 16, 2009. See attachment “A”.
- Harnett County treats an abandoned manufactured home as a violation of the Harnett County Zoning Ordinance. Standard procedures for notification, measures of compliance, time frame for compliance, and the appeal process are followed. Methods of identification, notification, request for classification of abandonment, and deconstruction and removal procedures are specified in Appendix “E” of the Solid Waste Management Plan. See attachment “A”.
- Harnett County contracts with approved demolition contractors to perform the deconstruction and removal of abandoned manufactured homes. Contractors operate under a Scope of Services Agreement that specifies the Standard Operating Procedures for deconstruction, removal, and recycling of specified materials. Contractors are to report the removal and recycling of mercury switches or other hazardous materials located within the homes. All recyclable materials such as metals and steel that are delivered to a recycle facility must be reported. A classification, weight, and destination of recycled materials must be reported at the end of the project.
- All abandoned manufactured homes must be deconstructed onsite and the debris properly transported to a facility permitted to receive such materials. Manufactured homes that are classified as abandoned may not be transported to an alternate location for deconstruction. Abandoned manufactured homes must undergo proper deconstruction and disposal in order to be eligible for assistance through Project AMPI. Disposal of an intact manufactured home will not be allowed.

**Contact Information:**

Joseph Jefferies  
Director of Planning Services

Mark Locklear  
Manager of Planning Services

Randy Baker  
Senior Zoning Inspector  
Project AMPI Coordinator

**Organization:**

Harnett County Planning Services

**Address:**

PO Box 65  
118 E. Front Street  
Lillington, NC 27546

**Phone Number:**

(910) 893-7525  
(910) 814-6417 – Direct Contact Number

**Fax Number:**

(910) 814-6459

**E-mail Address:**

[rbaker@harnett.org](mailto:rbaker@harnett.org)

**Application Requirements:**

- An approved copy of the AMH Program Plan component of the 10 year Solid Waste Management Plan is referred to as Appendix “E” and is submitted as Attachment “A”.
- Based on the prior year’s performance, Harnett County estimates to manage a total of 40 homes per fiscal year through this program.
- Responsible parties are identified through a title search conducted by the zoning inspector or the Harnett County Staff Attorney’s Office. Records are verified through the Harnett County Tax Department and property deeds listed with the Harnett County Register of Deeds.
- Recovery of funds are detailed in the Contract that the property owner signs prior to deconstruction. An upfront fee toward the tipping fees is collected at the signing of the contract. A contract is submitted as Attachment “B”.
- Appendix “E” of the Solid Waste Management Plan describes and mandates the responsibility of the demolition contractors to remove and recycle and materials considered recyclable. Materials removed and recycled (including mercury switches) are reported to the County giving the material name, quantity, and destination of the materials.
- White goods and other banned materials are removed by the property owner prior to contractor deconstruction as specified within the Contract that has been submitted as Attachment “B”.
- The program generates revenue through the collection of tipping fees paid by the property owner. The program generates revenue through the collection of the participation fee when the home does not exceed the credited amount that was collected at the beginning of the project as well.

The Harnett County abandoned manufactured-home program referred to as Project AMPI was implemented in 2004. The program coordinator is currently engaged in the daily activities of identifying abandoned manufactured homes and arranging the proper demolition, removal, and recycling of such homes. Units may be identified as abandoned through an inspection performed due to a complaint, staff sightings, or a voluntary request from the property owner. In order for a manufactured home to be classified as “abandoned” the property must meet the conditions specified in the Harnett County Zoning Ordinance. The inspection checklist used for the classification of the home is supplied as Attachment “C”. The deconstructions of the abandoned homes are carried out by the approved demolition contractors. Deconstruction may only take place after proper documentation and verification has been performed.

**Program Budget Information:**

The Harnett County abandoned manufactured home plan receives funding each fiscal year through funds generated from the collection of solid waste disposal fees. The budgetary concerns for the program are the continual rising cost of performing the deconstruction and proper disposal of the abandoned manufactured homes. While the property owners are responsible for the cost associated with the disposal fees. The cost of demolition contractor services and expenditures associated with the management of the program rest solely on Harnett County. In preparing a budget for the program, staff identifies the cost of managing the program along with the expected cost that will be paid to contractors to perform the service of deconstruction and removal. The costs of disposal fees are also shown as expenditure due to the possibility that the funds may not be completely recovered. Any funds that are recovered from disposal fees are simply shown as revenue to the program.

The following budget information is based on the anticipated removal of 40 abandoned manufactured homes consisting of singlewides and doublewides.

Expenditures:	<b>\$96,700.00</b>
Contractor Deconstruction & Removal Fees:	\$43,500.00
Disposal Fees	\$18,500.00
Program Maintenance Fees	\$34,700.00
Salaries - \$29,500.00	
Equipment - \$5,200.00	
(Computer, Printer, Camera, Office Supplies, Vehicle Expenditures)	
Revenues:	<b>\$18,500.00</b>
Fees collected from property owners for Disposal Fees	\$18,500.00
 Total Expenditures:	 \$96,700.00
Total Revenue:	\$18,500.00
Balance:	\$78,200.00

Estimated number of homes to manage through program: 40  
 Estimated cost per home: **\$1,955.00 (Unrecoverable Cost)**

\*Cost estimates based on prior project history.\*

**Attachment A**

Solid Waste Management Plan  
Appendix E

**Abandoned Manufactured Home Planning Initiative**

**Section I. Project Objective**

Summary of Project

Harnett County initiated a program in the 2004-2005 fiscal year to assist property owners in the removal of abandoned manufactured homes. The Abandoned Manufactured Home Planning Initiative is designed to act as a management program for the reduction and proper disposal of abandoned manufactured homes. The program offers financial and personnel support to remove the units from properties located throughout Harnett County. Measures are taken to ensure that all demolition debris is properly disposed of, or recycled at certified recycling centers. The goal of the program is to reduce the number of properties that pose a threat to the health, safety, and general welfare of the citizens of Harnett County. Through proper demolition, removal, and recycling of abandoned manufactured homes, citizens enjoy the benefits of protected property values, increased safety, and environmentally friendly communities. The program is limited to the removal of one (1) home per parcel. Acceptance into the program is based upon a site inspection and the discretion of Harnett County Planning Services. Homes that have suffered fire damage or are located within a manufactured home park, are not eligible for this program.

**Section II. Definitions**

Abandoned Manufactured Home

A manufactured home that is not being occupied as a dwelling and does not provide complete, independent living facilities for one (1) family, including permanent provisions for living, sleeping, eating cooking, and sanitation; or A manufactured home that has not received the proper permits to be located within the County's jurisdiction; or A manufactured or mobile home that is a health or safety hazard as a result of the attraction of insects or rodents, conditions creating a fire hazard, dangerous condition constituting a threat to children, or frequent use by vagrants as living quarters in the absence of sanitary facilities; or Any structure which is a manufactured or mobile home that was designated and intended for residential or other uses, which has been vacant or not in active use, regardless of purpose or reason, for a two (2) year period and has been deemed a nuisance due to safety or general welfare.

Demolition Contractor

A company or individual that performs the service of deconstruction, removal, and/or recycling of a structure or scrap debris.

Manufactured Home

A manufactured home is a home that (a) consists of a single unit completely assembled at the factory or of two (double-wide) or three (triple-wide) principal components totally assembled at the factory and joined together at the site; and (b) is designed so that the total structure (or in the case of a double-wide or triple-wide, each component thereof) can be transported on its own chassis; and (c) is over thirty two (32) feet long and over eight (8) feet wide; and (d) is designed to be used as a dwelling and provides complete, independent living facilities for one (1) family, including permanent provisions for living, sleeping, eating, cooking, and sanitation; and (e) is actually being used or is held ready to use, as a dwelling.

Recycling Collection Center

A recycling collection center is a manned or unmanned facility used for the collection, separation, and short-term storage of recyclables but does not include on-site processing.

Recycling Plant

A facility in which recyclables (such as but not limited to: newspapers, magazines, books, or other paper products; plastics; glasses; metal cans, and other similar products) are recycled, reprocessed, or treated to return such products to a condition whereby they may be used again to make new products. Junkyards or any other facility used to reprocess motor vehicles, motor vehicle parts, tires, batteries, accessories, or petroleum products shall not be defined herein.

Scope of Services Agreement

A written contract the Demolition Contractor operates under for the deconstruction and removal of abandoned manufactured homes. Said contract specifies the process of the proper demolition and removal of an abandoned manufactured home. Guidelines, requirements, and standard operating procedures are specified within this contract.

### **Section III. Identification Process**

#### Involuntary Inspection

A representative from Harnett County Planning Services may inspect properties that are detected during the course of performing daily duties that appear to meet the criteria of an abandoned manufactured home.

#### Voluntary Inspection

A representative from Harnett County Planning Services may inspect properties at the request of the property owner(s) for the purpose of applying for assistance to voluntarily remove an abandoned manufactured home.

#### Inspections

Harnett County Planning Services representatives shall perform a site inspection to verify the status of a manufactured home. If the inspection reveals that the criteria of an abandoned manufactured home are present, the home will be declared as such.

#### Inspection Criteria

A manufactured home is defined as abandoned if any of the following criteria is found to exist.

1. The home is not currently occupied as a dwelling for living facilities.
2. The home does not provide adequate provisions for living, sleeping, eating, cooking or sanitation.
3. The home is not properly permitted to be located on the parcel of property.
4. The condition of the home results in the attraction of insects or rodents.
5. The condition of the home creates a fire hazard.
6. The home constitutes a threat to children.
7. The home is not properly secured as to prevent use by vagrants as living quarters or restrict children from gaining access to the structure.
8. The home is documented as being unoccupied for a period of two (2) years.
9. The home is deemed as a nuisance due to public safety or general welfare by the Harnett County Planning Services.

#### **Section IV. Deconstruction Methods**

##### **A. Demolition Contractors**

To ensure proper demolition, removal, and recycling methods are taken, only approved licensed demolition contractors are eligible to provide deconstruction services. In the event of prior damage or deconstruction, only the approved demolition contractors shall be eligible to remove and recycle the remaining debris under this program. Contractors are approved based on the ability to perform required deconstruction requirements. Approved demolition contractors must have the ability to deconstruct the abandoned manufactured home on-site. All hazardous materials must be removed from the structure prior to deconstruction. Any such materials must be properly removed from the demolition site and transported to a center licensed to receive such materials.

##### **B. Standard Operating Procedures**

Approved demolition contractors operate under a Scope of Services Agreement. The following guidelines are set forth by Harnett County Planning Services to serve as standard operating procedures for the demolition and recycling of abandoned manufactured homes. Contractors must agree to the terms and procedures specified within the agreement prior to performance of any services that may be assigned by Harnett County Planning Services.

##### **Notification**

Harnett County Planning Services will notify all authorized contractors in order to obtain bids for the demolition, removal, and recycling of abandoned manufactured homes. Contractors may be notified via electronic mail or fax for a request to submit bids. Contractors will be notified of the property location, ownership, and contact information and may contact the property owner(s) in order to obtain information necessary to submit a bid for the demolition, removal, and recycling of the manufactured home. Harnett County Planning Services will accept bids by authorized contractors that are received via electronic mail or fax. The contractor awarded the project will be notified via telephone by an authorized agent of Planning Services.

### **Site Survey**

Once the contractor is awarded the project, the contractor must notify the property owner(s) prior to the demolition, removal, and recycling of the abandoned manufactured home. A site survey must be conducted with the property owner(s) present to identify any utility connections including marking the placement of a septic tank and/or septic field. The property owner(s) is responsible for ensuring that all utility connections are disconnected and notifying the contractor when such measures have been taken. The contractor must be notified by the property owner(s) of any possible hazards. The contractor may not access the property through an adjoining property without proper consent from that property owner.

### **Deconstruction**

The following shall apply to abandoned manufactured homes whether completely intact or partially deconstructed. The contractor shall attempt to remove any recyclable materials from the abandoned manufactured home prior to demolition. Recyclable materials may include but are not limited to: metal, glass, wood, plastics, and thermostats containing mercury switches. The contractor shall deconstruct the home in a manner to minimize airborne debris. The demolition debris shall be contained on-site in a manner that would not cause any adverse effects to adjoining properties. All materials must be delivered to a certified landfill or recycling center. The deconstruction process shall be carried out in a manner as to cause the least amount of disturbance or damage to the subject property.

### **Removal**

All demolition debris shall be removed from the site on a vehicle capable of safely transporting materials from the demolition site to a certified landfill or recycling center. During transportation, all debris must remain covered with a tarp or fabric and shall be properly secured, so as not to allow any debris to fall from the vehicle. All debris from any of the deconstructed components must be removed from the property.

### **Lot Condition**

The demolition contractors are required to level, compact, or fill any portion of the property that is affected by the deconstruction and removal of debris. The contractor shall take all measures possible to minimize any unnecessary disturbance of soil or vegetation on the property. The contractor is required to remove and replace any contaminated soil that results from the spillage of any fluids or hazardous materials from equipment associated with performing the demolition or removal of debris.

### **Liability**

The demolition contractor shall provide and maintain a level of insurance that will cover any damage or injuries that may occur to property or persons while performing the service of demolition and removal of the abandoned manufactured home. The contractor is responsible for any damage that may occur to the property that is outside the specified area of demolition. The contractor and any of the contractor's employees, act as agents of the company and not as an agent of the County. The County shall not be held liable for any actions or damage that may occur as a result of the demolition and removal of an abandoned manufactured home.

**Attachment B**

**STATE OF NORTH CAROLINA**

**AGREEMENT AND RELEASE  
OF ALL CLAIMS**

**COUNTY OF HARNETT**

This Agreement and Release of All Claims (hereinafter referred to as “the Agreement”) is hereby made and entered into by and among the County of Harnett (hereinafter referred to as “County”) and \_\_\_\_\_ (hereinafter referred to as “Property Owner”), all hereinafter sometimes collectively referred to as “the Parties”.

**WITNESSETH**

WHEREAS, County has duly adopted a zoning ordinance which prohibits abandoned manufactured homes (as defined in Article XII Section 3.0 of the Harnett County Zoning Ordinance) in all zoning districts within Harnett County.

WHEREAS, County has instituted the Abandoned Manufactured-home Planning Initiative (hereinafter referred to as “AMPI” or “Project AMPI”) to assist property owners in Harnett County with the deconstruction and removal of abandoned manufactured homes located in Harnett County as required by the Harnett County Zoning Ordinance.

WHEREAS, Property Owner is the owner of real property in Harnett County, North Carolina upon which a single-wide abandoned manufactured home is located.

WHEREAS, Property Owner is desirous of deconstructing and removing the abandoned manufactured home from the property and wishes to participate in Harnett County’s Project AMPI.

NOW, THEREFORE, in consideration of the promises and the payment and other considerations described below, the receipt and sufficiency of which are hereby acknowledged, the Parties to this Agreement do hereby agree as follows:

1. Upon execution of this Agreement by Property Owner, Property Owner shall pay and deliver to County the sum of THREE HUNDRED FIFTY DOLLARS AND 00/00 (\$350.00) by check or money order made payable to Harnett County Planning for participation in Project AMPI.

2. In consideration of the payment by Property Owner to County, and upon acceptance into the AMPI program, County shall coordinate the destruction and removal of the abandoned single-wide manufactured home and identified as \_\_\_\_\_ and located at \_\_\_\_\_ by independent contractors selected by the County in its sole discretion.

3. Property Owner recognizes that the cost of landfill tipping fees up to and including eight (8) tons are included under Project AMPI for the disposal of the abandoned manufactured home. Property owner agrees to be responsible to pay the cost of all landfill tipping fees in excess of eight (8) tons for the disposal of the abandoned manufactured home within thirty (30) days of billing directly to Harnett County Planning.

4. Prior to deconstruction, Property Owner agrees to disconnect or cause all utilities to be disconnected including water and electricity, identify and mark septic system location and cause reasonable access to the abandoned manufactured home for trucks and heavy equipment. Property Owner further understands that all white goods and appliances must be removed from the abandoned manufactured home prior to deconstruction by the contractor. Property Owner further understands that other miscellaneous personal items may be left in the home for disposal, but said personal items will be destroyed in the deconstruction process and removed for disposal in the County landfill and Property Owner shall pay any excess tipping fees as described in paragraph three (3) above.

5. Property Owner agrees that any re-use of the site formerly occupied by the manufactured home as identified herein must comply with all applicable Federal, State and Harnett County regulations.

6. Property Owner certifies that the manufactured home as identified herein was not brought into Harnett County for the purpose of being included in Project AMPI.

7. Property Owner certifies that the manufactured home as identified herein is not located within a manufactured home park.

8. In consideration of acceptance into Harnett County Project AMPI, the Property Owner and his agents, servants, successors, heirs, administrators, executors and assigns, do hereby fully release, remise, acquit and forever discharge and hold harmless the County of Harnett, its agents, servants, insurers and assigns from any and all claims in any way related to the identification, removal, transportation, storage or deconstruction of the abandoned manufactured home from the premises or property of Property Owner past, present, or future, as well as any and all claims, demands, actions or causes of action or suits of law or in equity of whatever kind or nature, whether based upon alleged contract, vicarious liability, or any other legal or equitable theory of recovery, past present or future, which are now known or should have been known at the time of the signing of this Agreement, which are suspected to exist or reasonably should have been suspected to exist at the time of the signing of this Agreement, which are anticipated or reasonably should have been anticipated at the time of the signing of this Agreement or which have arisen or are now arising in connection with the events or transactions described in the above-referenced paragraphs. The effect of this paragraph is to be a general release of all claims as against the County of Harnett and all other claims that are now known or should have been known at the time of the signing of this Agreement.

9. It is expressly understood and agreed that this is a fully, final and complete general release as to Harnett County and that the terms of this Agreement may not be amended orally.

10. If any paragraph or part of this Agreement is found void or unenforceable, the remainder of this Agreement shall not be affected by such a finding.

11. This Agreement is binding on the Parties' successors in interest, heirs and assigns.

12. The undersigned have read this Agreement, and acknowledge that no promise or representation of any kind, other than as contained herein, has been made by the County of Harnett or anyone acting for it. The parties to this Agreement have relied fully and completely on their own judgment in executing this Agreement.

13. This Agreement shall be construed in accordance with the laws of the State of North Carolina, and may be executed on separate signature pages, which may be combined to make a complete agreement.



This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_ (SEAL)  
PROPERTY OWNER

Sworn to and subscribed before me  
this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Printed Name

\_\_\_\_\_, NOTARY PUBLIC  
Notary Public's Signature

My Commission expires: \_\_\_\_\_

COUNTY OF HARNETT

BY: \_\_\_\_\_(SEAL)  
JOSEPH JEFFRIES  
DIRECTOR OF PLANNING AND INSPECTIONS

THIS INSTRUMENT HAS BEEN PREAUDITED IN THE MANNER  
REQUIRED BY THE LOCAL GOVERNMENTAL BUDGET AND FISCAL  
CONTROL ACT.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COUNTY FINANCE  
OFFICER

APPROVED AS TO FORM

\_\_\_\_\_  
HARNETT COUNTY STAFF ATTORNEY

**Attachment C**

**Abandoned Manufactured Home Criteria**

1. Is the home currently occupied as a dwelling for living facilities? \_\_\_\_\_
2. Does the home provide adequate provisions for living, sleeping, eating, cooking and sanitation? \_\_\_\_\_
3. Does the home have proper permits to be located within Harnett County's jurisdiction? \_\_\_\_\_
4. Does the home create a condition that would result in the attraction of insects or rodents? \_\_\_\_\_
5. Does the home create a fire hazard or dangerous condition? \_\_\_\_\_
6. Does the home constitute a threat to children? \_\_\_\_\_
7. Is the home properly secured so that it would prevent use by vagrants as living quarters or restrict children from gaining access? \_\_\_\_\_
8. Are there findings of fact that the home has been vacant for a period of time of two years or more? \_\_\_\_\_
9. Is the home deemed a nuisance due to public safety or public appearance by the Harnett County Planning Department? \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_  
Address of Home: \_\_\_\_\_  
Property Owner: \_\_\_\_\_

Comments On  
Inspection: \_\_\_\_\_