

ARCHITECTURAL CONTROL COMMITTEE  
PORT MALABAR HOLIDAY PARK MOBILE HOME RECREATION DISTRICT

Application to INSTALL NEW MOBILE HOME in Holiday Park District Overview

Port Malabar Holiday Park Mobile Home Park Recreation District is a community intended and operated for persons over 55 years of age under the Federal Fair Housing Act of 1988. It functions as a Special Taxing District according to Florida Statute 416. It is a subdivision of privately owned lots and homes which are deed-restricted. Regulations include, but are not limited to, size and number of pets, duration of stay of visitors, and architectural controls. A non-ad valorem assessment is levied which is paid annually in addition to real estate taxes. The District is administered by a Board of Trustees elected from Precinct 101 which is Holiday Park. The assessment covers employee wages, roads and drainage, ponds management, mowing operations, facilities and pool maintenance. Residents are provided basic cable, gate access services 24/7.

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

Address for home: \_\_\_\_\_

Phone: \_\_\_\_\_ Application fee \$50.00

THE FOLLOWING INFORMATION WILL BE REQUIRED PRIOR TO APPROVAL. (PLEASE USE A CHECKLIST)

- Year, make and model of mobile home
- Copy of manufacturer's specification and floor plan
- Location of proposed installation imposed on an **Engineering Survey** of the site, showing placement of permanent steps, air conditioner pad, and appurtenances.
- An enlarged scale drawing of the proposed work shall be submitted to clearly define the position and dimensions. Show existing trees and identify trees to be removed. This will not eliminate the need for a scale drawing on an **Engineering Survey** of the site.
- Copy of recorded title (warranty deed or similar recorded document)
- All Property Pins and house location pins to be located and visibly identified prior to approval by ACC and remain in place during entire construction period through to final occupancy.
- Permits must be brought to District Office before work begins on home.
- Hard copies of License and Insurance Acord must be attached to the application.
- A \$50.00 fee shall accompany initial application. Re-submissions require additional \$10.00 fees.

MINIMUM INSTALLATIONS REQUIREMENTS

- The provisions of the District, the City of Palm Bay and Buildings Code are applicable.
- No deviations may be made to alter grade levels of lot. All finished grade elevations at mobile must be minimum 30" from finished floor.
- The ACC shall maintain the right to visit the proposed home site to determine compatibility of applicant's home with established neighborhood homes, using impressions derived from visit.
- Construction shall be completed within sixty (60) days from starting date, weather permitting.

APPLICANT IS RESPONSIBLE FOR:

- Obtaining or having obtained Building Permits from the Palm Bay Building Department and posting same in a conspicuous location.
- Providing permits to the District Office before work begins on the home.
- Calling or having contractor call for required inspections by the Palm Bay Building Department.
- Filing a re-submission application with ACC for approval of any deviations from the original application.

- Assuring the work is completed as specified in application drawings, specifications or re-submission as submitted.
- Obtaining a Certified Building Location Drawing upon completion and furnish copy to District Office.

The mobile shall not be used for any purpose until a valid Certificate of Occupancy has been issued by the City of Palm Bay.

Any unauthorized changes shall result in an immediate "Stop Work Order"

1. Who is to perform the work? List all contractors and sub-contractors, type of work each will perform, copies of their licenses, and insurance *Acord* form showing the District as additional insured.

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2. Work will commence on \_\_\_\_\_, work will be completed on \_\_\_\_\_  
(Approximate dates)
3. Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8 A.M. to 5 P.M.

**THESE INSTRUCTIONS, WHICH ARE MADE PART OF THE APPLICATION TO INSTALL, ARE UNDERSTOOD BY THE UNDERSIGNED.**

"The undersigned hereby agrees to supply the ACC with any additional information and/or documentation which may be requested by the ACC"

Waiver of Liability

This agreement releases Port Malabar Holiday Park Mobile Home Recreation District from all liability relating to injuries that may occur in relation to ACC Board approved property improvements. By signing this agreement, I agree to hold Port Malabar Holiday Park Mobile Home Recreation District entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

I, \_\_\_\_\_, fully understand and agree to the above terms.

\_\_\_\_\_  
SIGNATURE OF CONTRACTOR

\_\_\_\_\_  
SIGNATURE OF APPLICANT

APPLICATION APPROVED DATE: \_\_\_\_\_

ACC INITIALS: \_\_\_\_\_

REMARKS:

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\_\_\_\_\_  
\_\_\_\_\_

\*\*\*The undersigned acknowledges receipt of Architectural Control Committee Rules and Regulations.

\_\_\_\_\_  
(SIGNATURE OF PROPERTY OWNER)

Original for the District Office and two (2) copies of completed application to the owner.

**APPLICATIONS ARE GOOD FOR SIX (6) MONTHS**

**This form has been approved by:** Approved on December 8, 2014 at Board of Trustee Meeting

Revised December 8, 2014  
Revised February 14, 2017

ACC Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Board of Trustee Chairperson \_\_\_\_\_ Date \_\_\_\_\_