

PORT MALABAR HOLIDAY PARK MOBILE HOME PARK  
RECREATION DISTRICT

215 Holiday Park Blvd NE  
Palm Bay, FL 32907  
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Web: [www.holidaypark.cc](http://www.holidaypark.cc)

Architectural Control Committee Application to **INSTALL HOME** in Holiday Park

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NAME

DATE

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ADDRESS

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PHONE #

APPLICATION FEE \$50.

**1. THE FOLLOWING INFORMATION WILL BE REQUIRED PRIOR TO APPROVAL. (PLEASE USE A CHECK LIST)**

- a. Year, make and model of mobile home
- b. Copy of manufacturer's specification and floor plan
- c. Location of proposed installation imposed on an Engineering Survey of the site, showing placement of permanent steps, air conditioner pad, and appurtenances.
- d. 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.
- e. Copy of recorded title (warranty deed or similar recorded document)
- f. 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.
- g. Permits must be brought to District Office before work begins on home.
- h. Hard copies of License and Insurance Acord must be attached to the application.
- i. A \$50.00 fee shall accompany initial application. Re-submissions require additional \$10.00 fees.

**2. MINIMUM INSTALLATIONS REQUIREMENTS**

- a. Home completely set up on piers, leveled with running gear and tongue removed. An 18" minimum clearance shall be established between the ground and the lowest point of any portion of the chassis I beams. Home and all permanent structures must be set back a minimum of 10 feet from property line on street side(s) and rear side setbacks a minimum of 6 feet. Subject to change from City of Palm Bay Code Department.

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- b. Home tied down and inspected by law.
- c. Driveway should be minimum 11 feet wide and 34 feet long to accommodate two parked vehicles. If the driveway can be utilized for parking vehicles side by side then the driveway should be at least 20 feet wide and 18 feet long. The sidewalk is not considered part of the parking space. Driveways/carports shall not be in front of the home. Driveway should flair at curb.
- d. A concrete carport slab with approved roof, including posts and fascia.
- e. Air conditioning units **shall not** be installed in the front (or street side) of mobile homes. Shall be on side if room permits or in the back of home.
- f. Approved skirting material (ex: block, brick, stucco, vented aluminum or vinyl soffit material) sufficient to enclose the entire base of home, sheds and properly ventilated.
- g. Landscaping with appropriate plants in accordance with the established Architectural Control Committee Rules and Regulations.
- h. Shall have a utility building not smaller than 9' by 12' attached to carport at the rear or side of mobile.
- i. Contractor shall remove old mobile from park immediately upon removal from lot.

**3. GENERAL INFORMATION**

- a. The provisions of the District, the City of Palm Bay and Buildings Code are applicable.
- b. No deviations may be made to alter grade levels of lot except under Unit. Finished grade elevation and must be a minimum of 30" from finished flooring.
- c. 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.
- d. Construction shall be completed within sixty (60) days from starting date, weather permitting.

**4. APPLICANT IS RESPONSIBLE FOR:**

- a. Obtaining or having obtained Building Permits from Palm Bay Building Department and posting same in a conspicuous location. Permits must be brought to the District Office before work begins on home.
- b. Provide District Office with a work schedule showing when the mobile will come into the park, when it will be set on the lot and an approximate completion date. Line provided on page 2.
- c. Calling or having contractor call for required inspections by the Palm Bay Building Department.
- d. Owner **shall** file a re-submission application with ACC for approval of any deviations from the original application.
- e. Assuring the work is completed as specified in application drawings, specifications or re-submission as submitted.
- f. Owner **shall** obtain a Certified Building Location Drawing upon completion and furnish copy to District Office.
- g. The mobile shall not be used for any purpose until a valid Certificate of Occupancy has been issued by the City of Palm Bay.
- h. Any unauthorized changes shall result in an immediate "Stop Work Order"

**5. ACC FORM TO INSTALL MOBILE HOME**

- 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 \_\_\_\_\_, 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.**

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.

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

\_\_\_\_\_  
(SIGNATURE OF PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
(SIGNATURE OF CONTRACTOR OR BUILDER)

APPLICATION RECEIVED DATE: \_\_\_\_\_

\_\_\_\_\_  
(SIGNATURE OF DISTRICT MANAGER)

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

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

REMARKS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Contractor agrees no work will be done on Sundays and Legal National Holidays. Work hours are 8:00AM to 5:00PM, Monday through Saturday.

THE ARCHITECTURAL CONTROL COMMITTEE SHALL HAVE  
THE AUTHORITY TO PLACE A STOP ORDER ON ANY  
PROJECT IN VIOLATION OF THESE GUIDELINES AND DEED  
RESTRICTIONS.

**If you are in disagreement with your A.C.C. rulings, you have the right to appeal to the Board of Trustees. All such appeals shall be in writing to the Board a/Trustees and shall be done within 15 days from the date of the ruling of the A.C.C. The ruling by the A.C.C. will become final if not appealed to the Trustees within 15 days. For purposes herein, a ruling is made when the A.C.C. formerly votes on the request. A written decision shall not be necessary. The written appeal shall be filed with the district manager no later than by 5:00pm on the 15<sup>th</sup> day after the A.C.C. ruling.**

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

**THIS APPLICATION IS VALID FOR SIX (6) MONTHS**

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Board Approved:  
Revised 12/08/2014  
Revised 01/13/2015  
Revised 01/23/2015  
Revised 02/10/2015  
Revised 03/10/2015  
Revised 02/14/2017  
Revised 04/10/2017  
Revised 05/22/2017  
Revised 03/26/2018  
Revised 04/01/2018  
Revised 02/18/2019  
Revised 04/22/2019