

Revised 5/3/22

**PORT MALABAR HOLIDAY PARK MOBILE HOME PARK  
RECREATION DISTRICT  
ARCHITECTUAL CONTROL COMMITTEE  
215 Holiday Park Blvd. NE  
Palm Bay, FL 32907  
(321) 724-2240**

**APPLICATION TO RENOVATE HOME EXTERIOR IN HOLIDAY PARK MOBILE HOME DISTRICT**

**OWNER NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**APPLICATION FEE \$10.00**

In order to be considered for an application all applicants must be in compliance with all deed restrictions, acc rules, the rules and regs of the park and the park policies as per the ACC rules. Applicant must have NO outstanding violations against said property (unless application is to correct a violation).

The following information shall be required prior to start of construction/alteration:

- ( ) A \$10.00 ACC application fee shall accompany initial application, checks made payable to Port Malabar Holiday Park
  - ( ) This application must be approved and signed by ACC to be valid
  - ( ) Must have a City of Palm Bay Building Permit, as/if required
  - ( ) City of Palm Bay permit must be brought to District Office before any work can be done on mobile
  - ( ) All contractors will need a hard copy of their license/tax certificate and proof of insurance
  - ( ) Property pins on effected side shall be located and displayed by applicant
  - ( ) Locate proposed work or addition on a copy of current Engineering Survey for the home and lot. Show shape, dimensions, location and identify of area(s) where the work will take place. Use the same scale as that shown on the Survey. If proposed work cannot be clearly shown on current Engineering survey include a scale drawing as previously described.
- Any structure must be setback a minimum of 10 feet from property line on street side and rear, side setbacks a minimum of 6 feet or as noted on current Engineering Survey. Construction is not permitted in easements or setbacks.

1. On the lines below, explain in detail exactly what is proposed:

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

2. What materials are to be used (i.e. wood, aluminum, stucco, PVC, etc.):  
\_\_\_\_\_
3. Who is to perform the work: (If owner, so state, if contractor or subcontractor(s), list name(s) and type of work each will perform, a copy of their license/tax certificate and insurance certificate.  
\_\_\_\_\_
4. Work will commence on \_\_\_\_\_ and be completed on \_\_\_\_\_ (Approximate dates).
5. Contractor agrees no work will be done on Sundays and Legal National holidays. Work hours are 8:00 AM to 5:00 PM.

*Approval is subject to applicant obtaining the required City of Palm Bay Building Permit*

Whenever the terms "home", "Mobile Home" or "Manufactured Home" are used herein it shall mean a mobile home defined in the corporate title of this District. Exterior of appurtenance (Patio, Utility Buildings, etc.) should match siding of the mobile home or blend in architecturally. All accessory structures must be tied down.

All debris must be cleaned up daily and removed upon completion of project.

All materials must be stored in the carport.

Any Construction without an approved ACC Application will be stopped immediately.

\*\*\* THESE INSTRUCTIONS, WHICH ARE MADE A PART OF THE APPLICATION TO CONSTRUCT, 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."**

**The ACC reserves the right to visit work in progress and review work upon completion.**

**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 the 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.  
(Print Property Owner Name)

\_\_\_\_\_  
(Signature of Contractor)

\_\_\_\_\_  
(Signature of Property Owner)

APPLICATION RECEIVED      Date: \_\_\_\_\_

ACC REVIEWED ON          Date: \_\_\_\_\_

Approved: \_\_\_\_\_      Rejected: \_\_\_\_\_

\_\_\_\_\_  
ACC Signature              ACC Signature

Remarks/Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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If you disagree with your ACC rulings, you have the right to appeal to the Board of Trustees. All such appeals shall be in writing to the Board of Trustees and shall be done within 15 days from the date of the ruling of the ACC. The ruling by the ACC will become final if not appealed to the trustees within 15 days. For purposes herein, a ruling is made when the ACC formally votes on the request. A written decision shall not be necessary. The written appeal shall be filed with the District Office, no later than by 4:00 p.m. on the 15th day after the ACC ruling.

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

***The District Office does not have the authority to override ACC denials***

**All applications must be returned to District Office upon completion**