

**PORT MALABAR HOLIDAY PARK MOBILE HOME PARK  
RECREATION DISTRICT**

**ARCHITECTURAL CONTROL COMMITTEE  
215 Holiday Park Blvd. NE  
Palm Bay, FL 32907  
(321) 724-2240**

**APPLICATION TO INSTALL HOME IN HOLIDAY PARK MOBILE HOME DISTRICT**

**OWNER NAME** \_\_\_\_\_  
[ ] name must match warranty deed\*

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

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

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

**APPLICATION FEE \$50.00  
RE-SUBMISSION FEE \$10.00**

- 1. THE FOLLOWING INFORMATION WILL BE REQUIRED PRIOR TO APPROVAL. (PLEASE USE A CHECK LIST) This application must be approved and signed by ACC to be valid.**
- a. Year, make and model of mobile home
  - b. Copy of Manufacturer's specification and floor plan
  - c. Location of proposed installation on a recent certified plotted pinned (pins need to be uncovered during installation of new mobile) engineer survey of the site, (must have a new survey for all new installation) showing placement of permanent home, utility room/shed, carport, driveway, steps, air conditioner pad, placement of exterior doors and accessories.
  - 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. City of Palm Bay Permits must be brought to District Office before work begins on home.
  - h. Hard copies of all contractors' licenses working on the mobile must be attached along with their proof of Insurance – or application will be denied.
  - i. A \$50.00 fee shall accompany initial application. Re-submissions require additional \$10.00 fee.

## **2. MINIMUM INSTALLATIONS REQUIREMENTS**

- a. Home completely set up on piers, leveled with running gear and tongue removed. An 18" inch 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 side street and rear setbacks a minimum of 6 feet. Subject to change from City of Palm Bay Code Department.
- b. Home tied down and inspected by City of Palm Bay.
- c. Driveway should be minimum 12 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. Driveway must be abutted to unit.
- 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: stucco, vinyl or concrete base must be termite resistance material. Enclose the entire base of home. Shed must be properly ventilated. The front of the home should be enclosed solid. All homes must be protected from weedeater around the skirting.
- g. Landscaping with appropriate plants in accordance with the established ACC Rules and Regulations.
- h. Shall have a utility room/shed not smaller than 9' by 12' attached to carport at the rear or side of mobile per City of Palm Bay Code.
- 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 with ninety (90) 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. 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 3.

- b. Calling or having contractor call for required inspections by the Palm Bay Building Department.
- c. Owner shall file a re-submission application with ACC for approval of any deviations from the original application along with a \$10.00 fee.
- d. Assuring the work is completed as specified in application drawings, specifications or re-submission as submitted.
- e. Owner shall obtain a Certified Building Location Drawing upon completion and furnish copy to District Office.
- f. The mobile shall not be used for any purpose until a valid Certificate of Occupancy has been issued by the City of Palm Bay AND all ACC Rules and Regulations are met. The mobile must have a carport and utility room/shed attached before occupancy. Must comply with all Deed Restrictions AND ACC Rules and Regulations.
- g. 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 current license and insurance.

\_\_\_\_\_

- 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 8:00 a.m. to 5:00 p.m.
- 4. ACC needs to be contacted when any home or shed comes into the park to review the City of Palm Bay permits and placement of unit.

**Waiver of Liability**

**This agreement releases** Port Malabar Holiday Park Mobile Home Recreation District **from all liability 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 weather injuries are caused by negligence.

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

Signature of Contractor

"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: \_\_\_\_\_

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

ACC SIGNATURES: \_\_\_\_\_

REMARKS:

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

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

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER

**THE ACC COMMITTEE SHALL HAVE THE AUTHORITY TO PLACE A STOP  
WORK ORDER ON ANY PROJECT IN VIOLATION OF THESE  
GUIDELINES AND DEED RESTRICTIONS**

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**