

HARBOR POINT SUBDIVISION APPLICATION FOR PROPERTY IMPROVEMENTS PERMIT

PLEASE READ CAREFULLY. This is a binding CONTRACT. Permit Application fee: \$30.00

Permits must be obtained for the following property improvements: Permanent structures including Homes (Mobile & Structural), Garages, Shops, Awnings & Storage Buildings, Porches, Decks, Steps, Driveways & for non-permanent structures such as Campers & RVs. Please see your deed restrictions for additional information. *Permits will not be accepted from non-property owners for improvements.* Please contact your section director with any questions you may have regarding the need for a permit.

Please see the reverse side of this form for additional regulations, requirements & information that must be provided for permit approval. Please sign, date & return to the HPPOA office with your applicable permit fee(s) & any additional required documents or fees.

Property Owner Name(s): _____

Lot #: _____ Section: _____ Lot Dimensions: _____ Director: _____

Lot/911 Address: _____

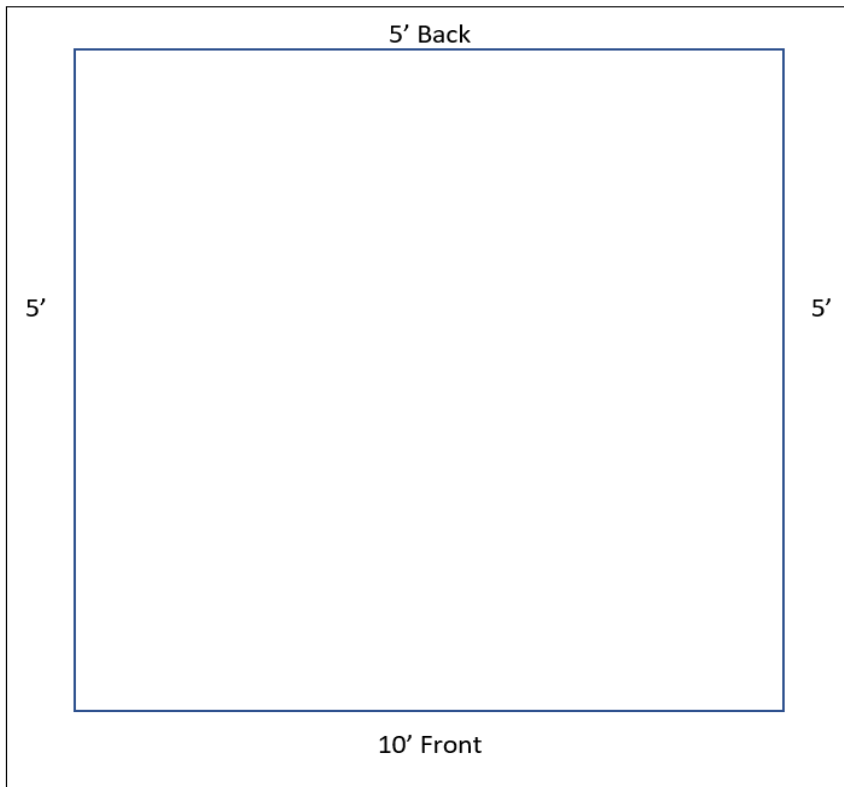
Owner Contact #(s): _____ E-mail: _____

Contractor Name & Contact #(s): _____

Type of permit application (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Single Wide Mobile or Prefab (in or out, also see mobile home/prefab app) | <input type="checkbox"/> Fence or other Property Enclosure |
| <input type="checkbox"/> Double Wide Mobile (in or out, also see mobile home/prefab app) | <input type="checkbox"/> Awning, Storage Building, Shop or Garage |
| <input type="checkbox"/> New Construction Home (permanent dwelling) | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> Retaining Wall or other Erosion Prevention Device | <input type="checkbox"/> Culvert Installation or Upgrades |
| <input type="checkbox"/> Camper/RV Placement (temporary dwelling) | <input type="checkbox"/> Pad for Campers, Buildings or Homes, etc. |

SITE PLACEMENT DRAWING (please include all items checked above) Check here if you have provided a separate drawing



Regulations that apply to all applications:

- No improvement projects can begin prior to permit approval & payment.
- Applicant will be responsible for all damages to ditches roads, culverts, driveways, street signs, etc., by trucking companies or building movers. Repairs must be made within 14 days at the expense of the property owner.
- Applicant agrees that improvement(s) will be constructed or installed according to the descriptions, plans & drawings submitted herewith & will comply with all Subdivision Restrictions.
- Applicant understands that approval of this application is void if not completed **8** months from approval date.
- Applicant further agrees to maintain said improvement(s) after construction/installation in accordance with all Subdivision Restrictions.
- An HPPOA approved driveway & culvert is required to be installed for all properties with permanent dwellings.
- Must provide 4 photos with permit form (one from each corner) of all prefab structures, including buildings, campers, rvs & dwellings.
- HPPOA must receive 72-hour notification required for delivery date of prefab structures or entry may be denied.
- Additional documents & fees that apply in addition to permit applications: Heavy Haul/Truck fees & Mobile Home placement & removal fees application.
- No structure, dwelling, awning, garage, storage building, etc. (permanent or temporary) may be constructed of galvanized tin.

Additional Regulations by improvement type:

- ***Permanent Dwelling (Mobile Homes/Prefab Buildings/New Construction Homes, etc.)***
 - Must be a minimum of **750 sqft. of LIVING SPACE** to qualify for a permanent dwelling.
 - No mobile home over 10 years old will be approved for entry or placement & must be skirted within 90-days of placement.
 - Maximum height for all permanent structures is 2 stories.
 - All finished structures must be 10’ back from front property line & 5’ from sides & back including overhangs, porches, steps, ramps, AC units, etc.
 - Prefab structures including cabins & mobile homes must be inspected at time of arrival or departure & routed by director as per the Mobile Home/Prefab sequence of events form.
 - Mobile home entry or removal fees must be received **BEFORE** entry or removal.
 - Movers & or Trucking companies must be bonded & insured, property owner must obtain certificate of insurance & provide to HPPOA office prior to arrival or removal.
- ***Campers/RV***
 - Must be less than 15 years old.
 - Must be reviewed at the time of entry by gate attendant.
 - Pop-ups must be folded down when unattended.
 - Wheels may not be removed from the camper or R.V.
- ***Covers, Storage Buildings, Garages, Shops & Awnings***
 - Minimum size is 30 sqft.
 - May not be used as a temporary or permanent dwelling at any time.
 - Must be 10’ back from front property line & 5’ from sides and back, can’t be on property line.
- ***Property Enclosures, fences, retaining walls & other erosion prevention***
- Must be 10’ back from front property line can be on property line on sides & back but not obstructing easements.
- ***Driveways & Culverts***
 - Culvert & driveway must be adequate to carry the water flow & must not impede water flow.
 - Minimum culvert length must be 18’ & 12” in diameter.

THIS IS A BINDING CONTRACT PLEASE READ BELOW BEFORE SIGNING

Property Owner/Applicant understands & agrees to all of the above & following statements, restrictions, regulations & permit requirements, including the need for additional forms & fees as applicable. Owner will be notified when the application has been reviewed. ACC meetings are on Tuesday evenings weekly. He/She has read and understands all of the Subdivision Deed Restrictions covering this lot & applicable improvement plans. He/She understands & agrees the requested **improvements are to be approved** by the ACC **prior to improvement commencement**. He/She agrees & understands that any deviation from this approved permit without prior written approval can result in permit revocation and loss of permit fee & can result in penalties as well as a temporary halt to the improvements until resolved.

Property owner(s) signature: _____ Date: _____

Architectural Control Committee Signatures: _____

Approval/Denial or Modification Date: _____ Notification Date/By: _____

Final Inspection By: _____ Date: _____