

# HARBOR POINT SUBDIVISION PERMIT APPLICATION

Rev 1, Nov 30, 2024

## PERMIT MUST BE APPROVED PRIOR TO COMMENCING PROJECT

Permit Application fee: \$30.00

Permits required for all Structures of any sort, mobile and modular homes, permanent and temporary dwellings, carports, garages, shops, awnings, storage building and sheds, porches, decks of any sort, walkways, fences, culverts, driveways, docks, boat house, retaining walls, concrete pads and concrete walks, and remodels that change the foot print of the structure, etc.

Permits not required for handicap ramps, repainting or reroofing similar to current structure colors, sprinkler systems, HVAC units, generators, landscaping, lot clearing, repairs done within existing structure footprint and with similar materials of construction. A No-Cost Permit is required to install steps, move a shed, or carport/boat cover within Harbor Point and for travel trailers, RVs and campers.

Items not allowed: Quonset Huts, Metal Shipping Containers, Metal Silos, Busses, Tree Houses and Permanent Tents (weekend allowed).

**YOU MUST HAVE A LOT # AND ADDRESS POSTED AND LOT LINES MARKED PRIOR TO APPLYING FOR A PERMIT.**

### Process:

1. Submit your permit and pay permit fee at the front office. Permits will not be accepted from non-property owners for improvements.
2. Contact your Section Director with any question you may have regarding special circumstances.
3. Wait for approval from the ACC to begin work (if necessary, call your Section Director).
4. After receiving approval, post your permit in a plastic bag near entrance of property until complete.
5. Upon completion of project(s)/addition(s) – notify Section Director.

We have tried to capture all major issues in the permit process. However, the deed restrictions may contain additional details. It is the property owner's responsibility to refer to the deed restrictions for additional information.

### (All information below must be filled in for submission of permit)

Date submitted: \_\_\_\_\_ Date approved: \_\_\_\_\_ Projected date complete: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_ PERMIT# (Office use) \_\_\_\_\_

Lot #: \_\_\_\_\_ Section: \_\_\_\_\_ Lot Dimensions: \_\_\_\_\_ Director: \_\_\_\_\_

911 Address: \_\_\_\_\_

Owner Cell #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor Name & Contact Cell #: \_\_\_\_\_

Briefly explain what you intend to do: \_\_\_\_\_

### Type of permit application (CHECK UP TO 3 BOXES):

- |   |   |
|---|---|
| <input type="checkbox"/> Permanent dwelling of any sort                           | <input type="checkbox"/> Outdoor Kitchen, Gazebo                        |
| <input type="checkbox"/> Mobile home, Prefab, Barn-dominium, other metal building | <input type="checkbox"/> Fence or other Property Enclosure              |
| <input type="checkbox"/> Porch, Deck, Patio, Patio Cover, Steps, Walkway          | <input type="checkbox"/> Awning, Storage Building, Shop or Garage       |
| <input type="checkbox"/> New Construction (permanent dwelling)                    | <input type="checkbox"/> Driveway, Carport                              |
| <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.      |
| <input type="checkbox"/> Special Permit (Requires details in narrative)           | <input type="checkbox"/> Dock or Boat House (attach copy of TRA permit) |
| <input type="checkbox"/> RV: Year _____ Make _____ Model _____ LP# _____          |   |

## **Regulations that apply to all applications:**

- Applicant agrees that improvement(s) will be constructed or installed according to the descriptions, plans & drawings submitted herewith & will comply with all Subdivision Restrictions.
- Any project requiring a permit started prior to having an approved permit or payment submitted will result in a Deed Restriction fine.
- All construction shall be in harmony with existing surrounding structures.
- You must have a Lot Number and Address posted and Lot lines must be identified and marked prior to applying for a permit.
- Applicant understands that approval of this application is void if not completed **8** months from approval date.
- The ACC MAY grant a permit extension up to 6 months if sufficient progress has been made on construction and a written plan to complete is submitted to the ACC as part of the Permit Extension Form. The ACC will not issue more than one (1) permit extension.
- Applicant agrees to maintain said improvement(s) after construction/installation in accordance with all Subdivision Restrictions.
- Provide 4 photos with permit form (one from each corner) of all prefab structures, including buildings, campers, RV & dwellings.
- HPPOA must receive 72-hour notification required for delivery date of prefab structures or entry may be denied.
- 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.
- Additional documents & fees that apply in addition to permit applications: Heavy Haul/Truck fees & Mobile Home placement and removal fees application. Examples of heavy hauls are cement trucks and dump trucks for dirt and rock.

## **Permanent Dwelling (Mobile Homes/Prefab Buildings/New Construction Homes, etc.) and Temporary Dwelling**

- **Permanent Dwelling**
  - Must be a minimum of **750 sqft. of LIVING SPACE** (not to include a travel trailer or RV) to qualify as a permanent dwelling.
  - No mobile home over 15 years old will be approved for entry or placement unless an ACC and Board exception is approved.
- **Temporary Dwelling**
  - Must be a minimum of **240 sqft. Of LIVING SPACE** to qualify as a temporary dwelling or as a Camp Cabin.
  - A minimum **100 sqft. RESIDENTIAL STRUCTURE** may be used in conjunction with a mobile home, RV or travel trailer but does not qualify as a permanent dwelling.
  - If a homeowner has three (3) or more adjacent lots, a **240 sqft. minimum GUEST HOUSE** may be placed on one of the lots.
  - Camping is permitted but limited to the use of camping trailers, van conversions, fifth-wheel trailers, mini-motor homes, travel trailers, motor homes, tents and other camping shelters.
- **General Dwelling Requirements**
  - Minimum floor area requirements are exclusive of porches, stoops, steps, ramps, open or closed carports, patios, and garages.
  - All Buildings must be under pinned or under skirted within 90 days of placement.
  - All permanent or temporary dwellings must be connected to water and sewer utilities.
  - Maximum height for all structures is 2 stories.
  - Prefab structures including mobile/modular homes, sheds, etc. must be inspected at time of arrival or departure & routed by a director as per the Mobile Home/Prefab sequence of events form.
  - Exterior of all buildings must be painted or stained. Submit external color samples of all construction.
  - Steel metal roofing or siding can be used if constructed of R, PBR, U, PBU or SSP panels. No tin, steel or plastic corrugated panels or galvanized tin are allowed unless approved by the ACC. No tar paper roofing or siding material shall be used.
  - No used materials may be used unless for architectural purposes and must be pre-approved by ACC.
  - Mobile/ Modular home entry or removal fees and Stick Built home 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.

## **Travel Trailers, Campers/RV**

- Travel Trailers, Campers and RVs must be less than 15 years old. Travel Trailers, Campers or RVs over 15 years old may be allowed but must be reviewed at the time of entry by the Board for acceptance. Converted busses are not allowed.
- Wheels may not be removed from travel trailers, campers or RVs. Pop-ups must be folded down when unattended.
- No travel trailer or building may be used for camping unless it is connected to a water and sewer system. Travel trailers and RV may use the internal water systems and utilize the Harbor Point sewage dump station.

## **Covers, Storage Buildings, Garages, Shops & Awnings**

- **For All Sheds See "SHED ACCEPTANCE CRITERIA" form for details. All Sheds require a "SHED ACCEPTANCE CRITERIA" form be signed by the property owner and submitted as part of the permit application.**
- Minimum size is 30 sqft.
- Storage buildings, garages, shops, boat houses, etc. may not be used as a temporary or permanent dwelling at any time.
- All permits for sheds must have a "Shed Acceptance Criteria" form signed and attached to the permit.

### Property Enclosures, perimeter fences, retaining walls & other erosion prevention

- Perimeter fences may be placed on the property lines to include fencing all easements including pipeline easements.
- Perimeter fencing may be 6'-6" high maximum, chain link, wooden privacy, post and rail, tube (with/without wire). Metal Tube gates are permitted. All wire fence material (except chain link) must be zinc coated or galvanized welded wire with a maximum opening of 4x4 inches. Fence toppers are not allowed. T-Post/wire perimeter fencing is not allowed but may be used for internal fencing such as gardens. Other types of fencing require approval by the ACC.

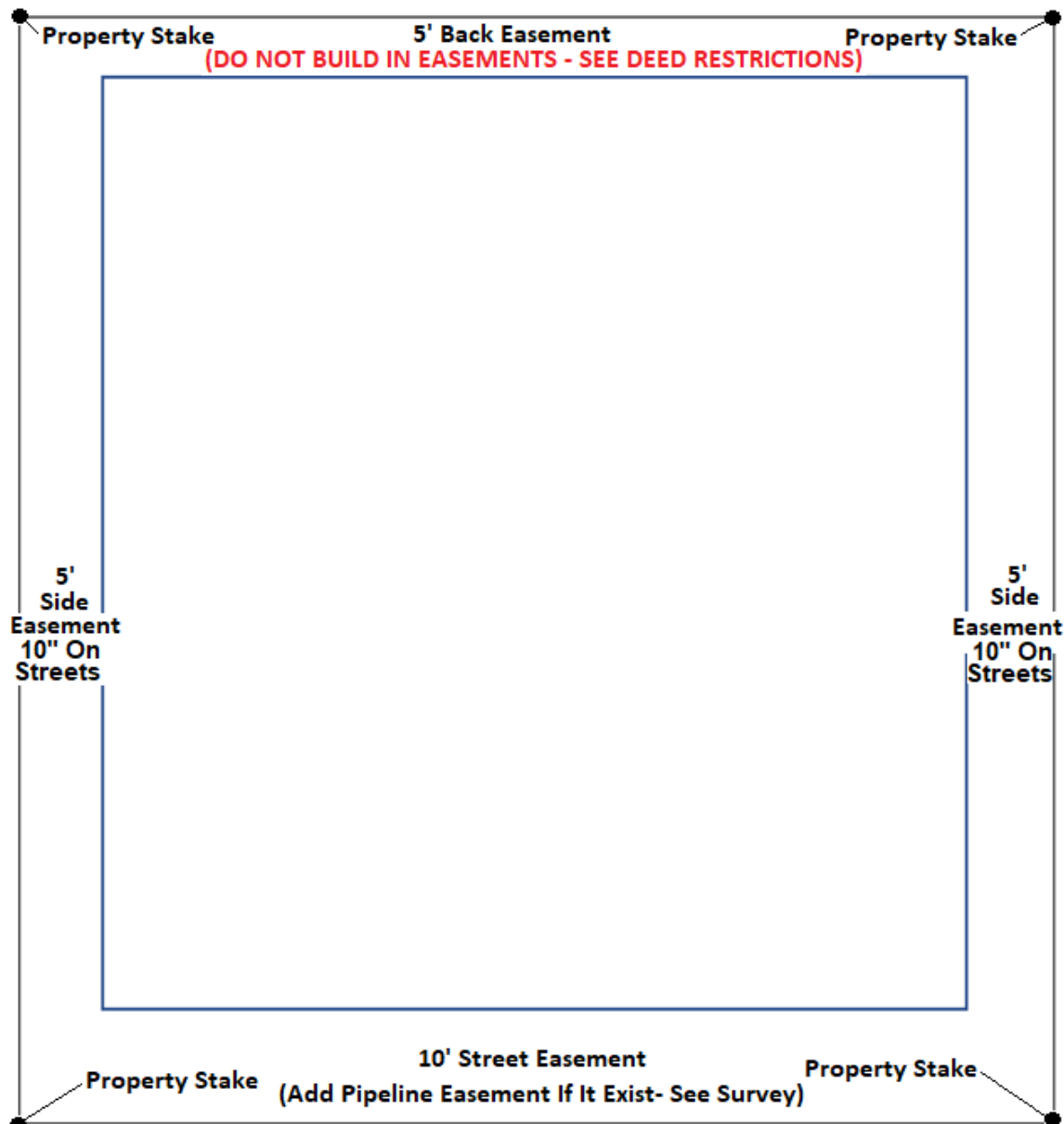
### Easements

- All finished structures must be 10 feet back from street property lines & 5 feet from side and back (non-street) property lines including overhangs, buildings, mobile/modular/stick built homes, sheds, carports, garages, porches, decks, stoops, steps, ramps, AC units, generators, swimming pools, etc.
- All finished structures as defined above cannot be on pipeline easements.
- Concrete/Asphalt pads, walkways, etc. cannot be placed on side or back easements.
- Concrete/asphalt driveways may be placed on street easements only.

### Concrete/Asphalt Pads, Walkways, Driveways, Culverts & Other Erosion Prevention

- See "CONCRETE/ASPALT PADS, WALKWAYS, DRIVEWAYS AND CULVERT INSTALLATION GUIDELINES" form for details. ALL Concrete/Asphalt Pads, Walkways, Driveways and Culverts require a signed "CONCRETE/ASPALT PADS, WALKWAYS, DRIVEWAYS AND CULVERT INSTALLATION GUIDELINES" form signed by the property owner and submitted as part of the permit application.

\*Use this space (below) to draw to scale what you are planning. Be as detailed as possible and use measurements to illustrate placement of structures, fences, etc. Include site placement with measurement. Provide as much detail as possible such as size, material, paint color, shingle type, windows, roof material, etc.



**Architectural Control Committee Approval/Rejection**

- The Architectural Control Committee has ten (10) days to approve/reject the permit or contact the property owner for additional information from the time the Architectural Control Committee receives the permit.
- If approved the Architectural Control Committee will issue a permit approval for eight (8) months.
- The Architectural Control Committee will contact the property owner and notify them if the permit has been approved or rejected by phone, email or text.
- If rejected, the property owner may appeal to their Area Director.
- If the property owner does not complete the project in the eight (8) month permit period, the property owner must submit a permit extension request.
- The permit extension must include a detail plan to complete with task and task completion dates.
- The Architectural Control Committee will review the submitted permit extension plan and MAY elect to extend the permit up to six (6) additional months.
- The Architectural Control Committee will contact the property owner and notify them if the permit extension request has been approved and the time period of the extension or if the permit extension request has been rejected by phone, email or text.
- If the Architectural Control Committee rejects the permit extension request the property owner may appeal to their Area Director.
- The Architectural Control Committee will not issue more than one (1) permit extension request.

**\*\*Use the space below to describe what you are planning to build, install, or improve on existing property. Attach additional sheets as required.**

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**THIS IS A BINDING CONTRACT PLEASE READ BELOW BEFORE SIGNING**

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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 Wednesday each week. **The ACC has 10 business days from the date your permit is submitted to reply.** 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.

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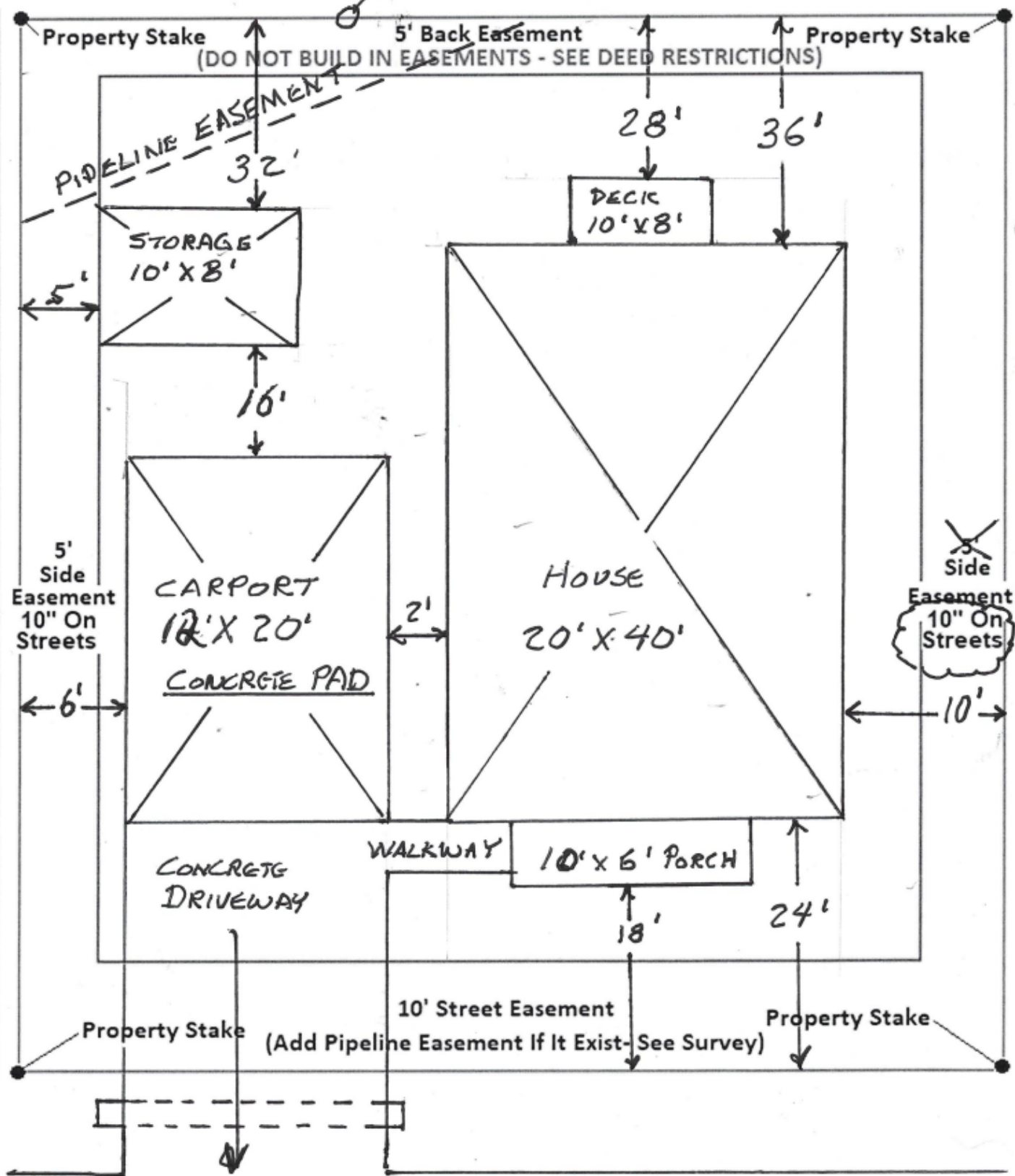
Property owner(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Architectural Control Committee Signatures: \_\_\_\_\_

Approval/Denial or Modification Date: \_\_\_\_\_ Notification Date/By: \_\_\_\_\_

Final Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

POST & RAIL FENCE  
ALL SIDES ON PROPERTY LINE



PINE STREET (10' EASEMENT REQUIRED)  
PLAN VIEW EXAMPLE