

BUILDING PERMIT FOR HOLIDAY VILLAGES LIVINGSTON

OWNER/CONTRACTOR INFORMATION ACCOUNT #: DATE SUBMITTED:

SECTION: _____ LOT: _____ COUNTY PERMIT # _____

911/STREET ADDRESS: _____

OWNER/APPLICANT NAME: _____

ALL CO-OWNERS NEED TO BE LISTED AND NEED TO SIGN THIS PERMIT

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

CONTRACTOR INFORMATION:

COMPANY NAME AND/OR CONTACT PERSON NAME: _____

COMPANY/CONTACT PERSON PHONE NUMBER: _____

COMPANY/CONTACT PERSON EMAIL ADDRESS: _____

NOTICE TO PROPERTY OWNERS' DISCLAIMER

Information regarding the improvements for this building permit was furnished by the owner of the property and is not a result of any survey prepared by the Architectural Control Committee of HVLOA.

Prior to placing the property on the market, the developer had a survey in which all lots were staked and a plat recorded. However, utility companies and property owners destroy stakes and move them which could affect the improvement placed on your property. **HVLOA has no liability for improvements that are placed incorrectly on your property. If any of your improvements are constructed or placed on the wrong lot or encroach on easement areas or fail to comply with setback lines, it will be your responsibility to have the improvement moved.** It is recommended that an independent survey be prepared by the property owner prior to any improvements being placed on the property as the Architectural Control Committee shall not be liable for any discrepancies in the property boundaries. It is further recommended that prior to the construction of a permanent residence, the owner goes through a title company to insure a clear title to the land.

It is also recommended that all utilities be set up prior to structural development, and all structures that contain bathrooms must have both septic and water installed. Additionally, all driveway/culvert development should be completed prior to the installation of other structures. See separate permit for that work

ALL DELIVERIES WILL GO THROUGH THE BACK GATE ONLY. PROPERTY OWNERS ARE RESPONSIBLE FOR ANY AND ALL PROPERTY DAMAGE TO ROADS, CULVERTS AND EASEMENTS.

The applicant agrees that the improvement will be constructed/installed according to the descriptions, plans, and drawings submitted herewith and will comply with all Subdivision Deed Restrictions and Bylaws. Applicant understands that the approval of this application is void if construction and/or installation is not commenced within eight (8) months from the approval date and is void if not completed as to the exterior finish and appearance within six (6) months from commencement date or within 60 days after a mobile home is moved onto a lot. The permit can be extended by ACC for six (6) months, \$50 Fee. The applicant further agrees to maintain said improvements after construction/installation with all Subdivision Deed Restrictions and Bylaws.

THE APPLICANT ACKNOWLEDGES THAT THEY HAVE READ AND UNDERSTAND THE ABOVE DISCLAIMER, AND THE APPLICANT CONFIRMS THEY HAVE READ AND UNDERSTANDS THE SUBDIVISION RESTRICTIONS THAT COVER THIS PROPERTY

DATE: _____ SIGNATURE OF APPLICANT: _____
APPLICANT MUST FURNISH SITE PLACEMENT DRAWING FOR ALL IMPROVEMENTS, SHOWING THE SIZE OF PROPERTY AND THE IMPROVEMENT(S) AND THE DISTANCE TO THE SETBACK LINES. (Include all existing structures as well)
(Front/Road side setback is 10' for all Sections except J which is 18', and all side and back setbacks are 5')



I PERMANENT DWELLING – SITE BUILT

You **must** attach a set of plans (blueprints) and specifications that include a floor plan, site placement drawing and exterior finishes. No used existing building or structure can be moved or placed on lot. All lots are restricted to use for single family residential purposes only. A private residential structure must be at least 750 square feet (excluding porches, decks, garages, etc.) and no more than 2 stories in height. Complete all of the following blanks as applicable.

Purpose/Use (circle one) Permanent Residence / Vacation Home / Rental Property

Dimensions _____ Square footage _____ Number of stories _____

Number of Bedrooms / Bathrooms _____ / _____

Siding Material _____ Finish _____ Color _____

Under skirting material _____ Finish _____ Color _____

Roofing material _____ Type of Foundation _____

II PERMANENT DWELLING – MOBILE HOME

You **must** attach a set of plans (blueprints) and specifications that include a floor plan, site placement drawing and exterior finishes. No used existing building or structure can be moved or placed on lot. No Mobil Homes over 5 years old will be approved by the Architectural Control Committee. You must submit two pictures of the actual home and the serial numbers and HUD seal numbers for each section. All lots are restricted to use for single family residential purposes only. The Mobile Home must be at least 750 square feet (excluding porches, decks, garages, etc.). The Mobile Home must be underpinned and under skirted within 60 days after placement on lot. Complete all of the following blanks as applicable.

Purpose/Use (circle one) Permanent Residence / Vacation Home / Rental Property

Dimensions _____ Square footage _____ Year of Mfg _____

Make: _____ Model: _____ Dealership: _____

SEC	HUD SEAL #	SERIAL #	VERIFICATION
1	_____	_____	_____
2	_____	_____	_____

Number of Bedrooms / Bathrooms _____ / _____

Siding Material _____ Finish _____ Color _____

Under skirting material _____ Finish _____ Color _____

Roofing material _____ Type of Foundation _____

III OTHER STRUCTURES AND/OR PROPERTY IMPROVEMENTS

Porch, Deck and/or Ramp? Fill in the blanks below and include in the property diagram.

Covered Porch_____ Uncovered Deck_____ Ramp_____

Attached to the Front or the Back of the Dwelling_____ Dimensions_____

Square footage_____ Material_____ Finish_____ Color_____

IV OTHER STRUCTURES AND/OR PROPERTY IMPROVEMENTS

Garage or Carport? Fill in the blanks below and include in the property diagram.

Enclosed Garage or Open Carport (circle one) Attached to the Dwelling (circle one) Yes or No

Dimensions_____ Purpose of Use_____

Roofing Material_____ Type of foundation_____

Square footage_____ Material_____ Finish_____ Color_____

V OTHER STRUCTURES AND/OR PROPERTY IMPROVEMENTS

Storage Building OR Shed. Fill in the blanks below and include in the property diagram.

Dimensions_____ Purpose of Use_____

Roofing Material_____ Type of foundation_____

Square footage_____ Material_____ Finish_____ Color_____

Under skirting material_____ Finish_____ Color_____

(If a pier and beam and sitting more than eight inches (8”) above the ground, needs to be under skirted)

VI OTHER STRUCTURES AND/OR PROPERTY IMPROVEMENTS

Property Enclosures or Fencing. Fill in the blanks below and include in the property diagram.

Fencing can be placed on the Side and Back Property Lines but cannot go past the Front Property Line Easement setback of 10' or 18' in Section J. Residential type fencing materials such as wood or chain link fencing are acceptable. **NOT ACCEPTABLE MATERIALS include chicken or barbed wire, sheet metal panels, or fencing panels.**

Materials_____ Height_____

Holiday Villages of Livingston Culvert-Driveway Permit

Installation of all property culverts on HVLOA roads are as follows:

1. A permit request must be applied for at the Clubhouse Office during office hours for all culverts located in Holiday Villages Livingston (HVLOA) A site inspection must be performed by an approved representative before culvert installation will be allowed.
 2. HVLOA approved representative will determine the appropriate size culvert required at the requested location. Minimum culvert size will be 15" and up in diameter at the requested location as per county drainage requirements. **Each property will be sized accordingly by HVLOA maintenance so as not to affect drainage.**
 3. The requesting party will be responsible for providing POA (Property owner's association) approved corrugated plastic culvert materials. **NO METAL OR CONCRETE CULVERTS ALLOWED UNLESS APPROVED BY BOARD OF DIRECTOR'S**
 4. Maintenance of the culvert will be the property owner's responsibility. Property owner will keep the culvert clear of debris and any material that might wash into their culvert. Failure to do so may lead to drainage issues and cost of cleaning will be at property owner's expense.
 5. The minimum length for a culvert is 20 ft. and must maintain a 5 ft. distance from each property line. The maximum length for a culvert is 40 ft.
 6. Property culverts must follow these guidelines to be approved. For a 40 ft. lot, property owner must maintain 5 ft. from each property line and can have a maximum of a 30 ft. culvert. For a 50ft. lot, property owner must maintain 5ft. from each property line and can have a maximum of a 30 ft. culvert. For a 50 ft. lot, property owner must maintain 5 ft from each property line and can have a maximum of a 40 ft. culvert.
 7. For properties over 50 ft., these guidelines must be followed to be approved. Property owner may install up to two 40 ft. sections of culvert leaving at least 5 ft. per side for clean out even if the adjacent property belongs to the property owner applying for permit, as well as a minimum 5 ft. clean out in the center between any 40 ft. section of culverts. Property owner can also install a minimum 5 ft. catch basin with metal grating access lid in between the two sections instead of leaving an open gap. Catch basin must meet the same size guidelines as the culvert to ensure proper drainage.
 8. Clay along with a road base cap will be the only approved backfill material when setting a culvert.
 9. A drawing of the proposed culvert will need to be submitted with this permit. Drawings will need to show all property lines and measurements for the area, or the permit will not be approved. Engineered drawings are not required.
 10. Once the permit and drawings are submitted, The ACC of HVLOA will review and approve or deny the permit and drawings. If denied, reasoning will be given to the property owner to make necessary adjustments and resubmit for approval.
 11. Once permit is approved, the culvert will be set and then the HVLOA will be called for second approval prior to any backfill material being installed over the culvert. Property owner can contact the Clubhouse Office at 936-377-5500.
 12. Once the culvert set is approved, backfill material may be installed and covering of the culvert can be completed. Once all backfill material has been installed then HVLOA will need to be contacted for the final inspection and signing.
 13. **DRIVEWAYS** – Concrete and asphalt driveways can be installed if there are expansion joints in culvert area so culvert may be removed. When road and ditch work are performed, this area may have to be removed for proper drainage. If culverts must be removed, or replaced culvert cost will fall on the property owner. Property owner will also be responsible for final finish material such as concrete, asphalt, or finish rock.
 14. If these guidelines are not followed, the installed culvert can be removed at the Property owner's expense.
 15. Culvert Materials :
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16. **Indemnification:** The requesting party shall hold harmless HVLOA, its duly appointed agents, and employees against any action for personal injury or property damage sustained by reason of the exercise of this permit

The undersigned hereby agrees to accept and comply with the terms and conditions set out in this permit for construction of culverts on HVLOA right of way

Property owner's printed name:

Property Owner's signature

Date:

Below information is to be filled out by Admin only.

Account Number: _____ HOA Balance: _____

Are all fees/dues current and up to date:

Yes ____ No ____

Have drawings been submitted:

Yes ____ No ____

Administration approval:

Date:

Admin Notes:

Holiday Villages of Livingston Field Inspection

Inspection Sign Off Must Be Done By HVLOA Maintenance Department

Account Number: _____

Property Lot Number or Address: _____

Initial Approval: _____ **BY:** _____ **Date:** _____

Install requirements:

Set Inspection: _____ **By:** _____ **Date:** _____

Inspection Notes:

Final Inspection: _____ **BY:** _____ **Date:** _____

Inspection Notes:

ARCHITECTURAL CONTROL COMMITTEE REVIEW AND DETERMINATION

PROPERTY DESCRIPTION: SEC _____ LOT(S) _____ ADDRESS _____

() DENIED

REASON _____

() APPROVED, subject to improvement completion approval

DATE _____ BY _____

FINAL APPROVAL DATE _____

Please note if you fail to obtain a permit before work begins your fees will be double the fee schedules below and you could receive a deed restriction violation for building with no permit.

If this permit expires, a renewal may be obtained for a fee of \$50, if there is reasonable cause to the delay, such as weather conditions or materials shortages. This permit may not be renewed for more than 8 months.

FEE SCHEDULE

VALUATION	FEE
UP TO \$20,000	\$25.00
\$20,000 TO \$50,000	\$35.00
OVER \$50,000	\$45.00

ITEM	VALUE OF IMPROVEMENT
I SITE BUILT PERMANENT DWELLING	\$
II MOBILE HOME PERMANENT DWELLING	\$
III PORCH, DECK AND/OR RAMP	\$
IV GARAGE OR CARPORT	\$
V STORAGE BUILDING OR SHED	\$
VI PROPERTY ENCLOSURE OR FENCE	\$
	TOTAL DUE \$

BUILDING PERMIT FEES PAYABLE TO HVLOA

FEE COLLECTED DATE: _____

PAID IN CASH OR CHECK: _____

RECEIVED BY: _____

PROPERTY OWNER SIGNATURE WHEN FEE IS PAID: _____

Owner: _____ ACCT# _____

Holiday Villages Of Livingston Building/Culvert/Fence Permit Checklist

****OFFICE USE ONLY****

Date Permit Received :

Date ACC Notified :

Approved Permit Returned To Office :

Permit Declined :

Reason :

Owner Notified :

Corrected Permit Returned To Office :

Contacted Owner For Payment :

Payment Received :

Permit Sign To Maintenance :

Permit Sign Posted On Property :

Permit Returned To Office :