

**HARBOR POINT SUBDIVISION  
APPLICATION FOR PROPERTY IMPROVEMENTS PERMIT**

This is a binding "CONTRACT".

**Galvanized Tin shall not be used on any project.**

Permit must be obtained for all improvements/"NO" 18 WHEELERS INSIDE SUBDIVISION

**"NO" CONCRETE TRUCKS LARGER THAN 6 YARD MAXIMUM**

Property lot numbers & section must be clearly marked. Permit will not be approved unless all blanks are filled in! *Permit must be obtained for all improvements* including porches, decks, steps, driveways and add-ons. Deviations from the specification cited in this application and its attachments invalidate approval.

APPLICANT \_\_\_\_\_ SECTION \_\_\_\_\_ LOT (S) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

LOT DIMENSION \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

Email: \_\_\_\_\_

**DO YOU HAVE A HPPOA APPROVED DRIVEWAY INSTALLED?**

1. YES \_\_\_\_\_ NO \_\_\_\_\_

**APPLICATION IS HEREBY MADE FOR APPROVAL OF THE FOLLOWING IMPROVEMENT (S) ON THE  
ABOVE DESCRIBED PROPERTY**

Applicant agrees that improvement(s) will be constructed or installed according to the descriptions, plans and drawings submitted herewith and will comply with all Subdivision Restrictions. "4" pictures will be required of any **pre-built** improvement. Applicant understands that approval of this application is void if not completed **8** months from approval date. **Exterior finish** and appearance within **6** months from approval date and within **30** working days after a mobile home is moved onto a lot. Applicant further agrees to maintain said improvement(s) after construction/installation in accordance with all Subdivision Restrictions.

**APPLICANT WILL BE RESPONSIBLE FOR** all damage done to ditches roads, culverts driveways street sighs, etc. Repairs must be made within 14 days **at the expense of the "landowner"**.

**SITE PLACEMENT OF IMPROVEMENT (S) MUST BE FILLED IN ON BACK OF APPLICATION**

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**CULVERT AND DRIVEWAY**

Culvert and driveway must be adequate to carry the water flow where it is installed and must not impede water flow.  
Minimum culvert length is **18** feet-minimum diameter is **12** inches.

Driveway Material \_\_\_\_\_ Culvert Material \_\_\_\_\_ Length \_\_\_\_\_ Diameter \_\_\_\_\_

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**PERMANENT DWELLING**

Minimum floor area (excluding porches decks, garages, etc) is **750** square feet. Maximum height is **2** stories. Setback is **10** feet from the front lot line and **5** feet from side lot lines and rear lot line (including overhangs porches steps, add-ons, garages air conditioners, etc).

Purpose/Use \_\_\_\_\_ Dimensions \_\_\_\_\_ Square Feet \_\_\_\_\_

No. of Bedrooms \_\_\_\_\_ No. of baths \_\_\_\_\_ Roofing Material \_\_\_\_\_ Foundation Type \_\_\_\_\_

Siding Material \_\_\_\_\_ Finish \_\_\_\_\_ Color \_\_\_\_\_

Underskirting Material \_\_\_\_\_ Finish \_\_\_\_\_ Color \_\_\_\_\_

**NEW MATERIALS ARE TO BE USED ON ALL CONSTRUCTION**

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**MOBILE HOMES**

**NO MOBILE HOME OVER 10 YEARS WILL BE ACCEPTED**

**4 pictures must be submitted with permit application. Mobile homes be underpinned and under-skirted within 90 days**

Year Manufactured \_\_\_\_\_ New or Used \_\_\_\_\_ Size \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

**PROPERTY ENCLOSURES**

Minimum setback is 10 feet from the front property line, may be on the side or rear lot lines but must not obstruct easements.

Materials \_\_\_\_\_ Height \_\_\_\_\_

**CAMPERS**

**Must be less than 15 years old and self-contained. One per lot. 4 pictures required with permit request.**  
**Pop-up campers must be folded down when unattended. Wheels may not be removed from any vehicle.**  
**Vehicle must be registered at all times. Approved permit is valid only for one year. Annual renewal is required if trailer remains on the property past the one year date.**

Travel Trailer \_\_\_\_\_ Motor Home \_\_\_\_\_ Pop-up camper \_\_\_\_\_ Other \_\_\_\_\_  
Year Manufactured \_\_\_\_\_ New or Used \_\_\_\_\_ Size \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

**COVERS, STORAGE BUILDINGS AND SHOPS**

Minimum size is 30 square feet. *The structure may not be used either temporarily or permanently as a dwelling.*  
New materials are required for on-site construction and must be completed within 30 days. The structure must be painted within 60 days after completion.

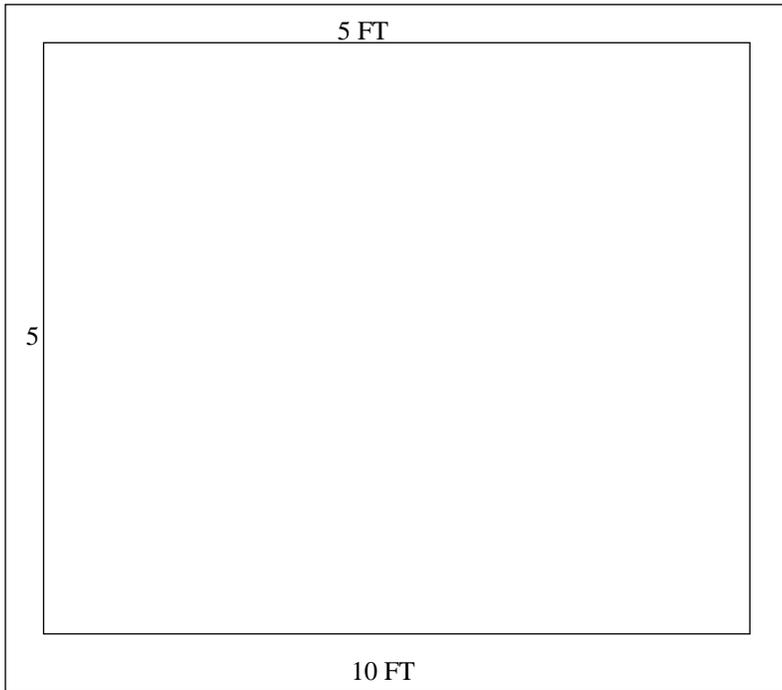
Purpose/Use \_\_\_\_\_ Dimensions \_\_\_\_\_ Square foot \_\_\_\_\_  
Siding Material \_\_\_\_\_ Finish \_\_\_\_\_ Color \_\_\_\_\_  
Under skirting Material \_\_\_\_\_ Finish \_\_\_\_\_ Color \_\_\_\_\_  
Prefabricated \_\_\_\_\_ New \_\_\_\_\_ Used \_\_\_\_\_ Year Manufactured \_\_\_\_\_ New Construction \_\_\_\_\_

**THIS IS A BINDING CONTRACT**

**PLEASE READ CAREFULLY BEFORE SIGNING**

Applicant understands that if the above requested improvements are to be approved a Commencement of Improvements Notice must be submitted to the Architectural Control Committee before a property improvements permit will be issued. Applicant hereby confirms that he/she has read and understands the Subdivision Restrictions covering this lot

**SITE PLACEMENT MAP**



**PERMIT IS ONE YEAR FOR ALL TRAVEL TRAILERS AND CAMPERS**

**“OWNER IS RESPONSIBLE FOR ALL DAMAGE DONE TO THE SUBDIVISION BY MOVERS OR CONTRACTORS.**

**ALL STRUCTURES MUST BE 5 FOOT OFF BACK AND SIDES OF PROPERTY LINE AND 10 FT BACK FROM FRONT PROPERTY LINE (not the road)**

Date \_\_\_\_\_ Owners Signature \_\_\_\_\_

Date \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Reason \_\_\_\_\_

Architectural Control Committee Member \_\_\_\_\_

Final Inspection Approval \_\_\_\_\_ Date \_\_\_\_\_

Property Owners Balance \$ \_\_\_\_\_

**DIRECTOR: Please notify the owner whether approved or disapproved via phone or email ASAP.**