Revised 04/28/26

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 FOR LANDSCAPING OR PAVERS

OWNER NAME _____ **DATE** _____
[ ] name must match warranty deed

ADDRESS _____

PHONE _____

To be considered for an application, all applicants must be in compliance with all Deed Restrictions, ACC Rules and Regulations, the Rules and Regulations of the Park and the Park Policies. Applicants must have NO outstanding Port Malabar Holiday Park Mobile Home Park Recreation District violations and/or fines. The ACC may accept applications submitted to correct violations or make emergency repairs.

( ) This application must be approved and signed by the ACC to be valid.

( ) If work is being done by a contractor, a copy of their current License OR Tax Certificate AND a copy of their current Certificate of Liability Insurance is required before application can be accepted.

( ) Recent Final Engineering Survey or plot plan must be attached to application showing where the landscaping work will take place. Use the same scale as that shown on survey. If proposed work cannot be clearly shown on a Final Engineering Survey, include a scale drawing as previously described.

( ) Property pins on effected side shall be located and displayed by applicant. Location of project must also be clearly marked on property for review by the ACC.

( ) All new plantings bordering unit shall have a minimum five (5) feet clearance from nearest obstacle, i.e. shrub, tree, fire hydrant, utility pole, etc., and must not go over property line or into an easement. Landscaping around unit must be bordered and maintained by the homeowner, i.e. trimmed and/or weeded.

( ) If application is to remove a tree, the stump of any tree must be removed or ground down (2) two inches below ground level. If the tree is on property line, owner must obtain written approval from all parties concerned prior to removal.

( ) Trees should be bordered around the base and maintained since no weeding or weed eating will be done behind or between trees less than (24) twenty-four inches in diameter. All trees must be kept trimmed above five (5) feet from ground level in order not to hinder mower from cutting the grass under the tree.

( ) All cacti, needled plants or otherwise dangerous plants shall be planted and kept trimmed in such manner that creates no hazard to ground maintenance staff or others.

( ) Additional driveways/parking areas must be pavers only. No driveway paver paths, patio blocks and/or crushed stone will be permitted. No poured concrete on either side of the mobile/driveway.

( ) Pavers:
Paver paths/strips are not permitted in Park.
PAVER BASE MATERIAL: Crushed concrete or other acceptable material.
PAVER BASE DEPTH: Walkway/Patio: 2" or greater (compacted)
Driveway/Additional Parking: 4" (compacted)
PAVER THICKNESS: Walkway/Patio: 1.96 " or greater
Driveway/Additional Parking: 2.36" or greater

( ) Residents must make arrangements for a special pick up of debris with the current garbage removal contractor.

( ) All work is to be started within ninety (90) days of the application approval and completed within ninety (90) days from starting date, weather permitting.

( ) **CALL 811 BEFORE DIGGING**

1. In detail exactly what is proposed:

_____

_____

_____

2. Materials: What materials are to be used (i.e. type of plants, trees, bushes, etc.)

_____

3. Who will perform the work: (If owner, so state, if contractor or subcontractor, list name(s) and type of work each will perform, attach a copy current License OR Tax Certificate AND Certificate of Liability Insurance.

_____

_____

4. Work will begin on _____and be completed on _____ (Approximate dates).

5. Contractors may not work on Sundays and legal Federal holidays. Work hours are 8:00am to 5:00pm. Any deviations must be approved prior to start.

ANY WORK WITHOUT AN ACC APPLICATION WILL BE STOPPED IMMEDIATELY.

The ACC reserves the right to visit work in progress and review work upon completion.

The undersigned hereby agrees to supply the ACC with any additional information and/or documentation which may be requested by the ACC.

THESE INSTRUCTIONS, WHICH ARE MADE A PART OF THE APPLICATION TO CONSTRUCT, ARE UNDERSTOOD BY THE UNDERSIGNED.

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 whether injuries are caused by negligence.

I,_____, fully understand and agree to the above terms. I acknowledge receipt of Architectural Control Committee Rules and Regulations.

_____ SIGNATURE OF PROPERTY OWNER OR AUTHORIZED REPRESENTATIVE

_____ SIGNATURE OF CONTRACTOR OR SERVICE PROVIDER

APPLICATION RECEIVED DATE: _____

APPLICATION APPROVED DATE: _____

ACC SIGNATURES: _____ _____

_____

REMARKS:

_____

_____

_____

_____

THE ACC SHALL HAVE THE AUTHORITY TO PLACE A STOP WORK ORDER ON ANY PROJECT IN VIOLATION OF ACC RULES AND REGULATIONS, HOLIDAY PARK DEED RESTRICTIONS, RULES AND REGULATIONS, POLICIES OR GUIDELINES

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 l5 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 l5 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 l5th 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