Revised 5/28/2026

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 TO INSTALL UNIT IN HOLIDAY PARK MOBILE HOME DISTRICT

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

ADDRESS _____

PHONE _____**APPLICATION FEE $50.00**
RE-SUBMISSION FEE $10.00

To be considered for approval of 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.

1. **THE FOLLOWING INFORMATION WILL BE REQUIRED PRIOR TO APPROVAL. (PLEASE USE A CHECK LIST) This application must be approved and signed by ACC to be valid.**

( ) Year, make, and model of unit
( ) Copy of Manufacturer's specification and floor plan
( ) Location of proposed installation on a recent certified plotted pinned (pins need to be uncovered during installation of new unit) engineer survey of the site, (must have a new survey for all new installation) showing placement of permanent unit, utility room/shed, carport, driveway, steps, air conditioner pad, placement of exterior doors and accessories.
( ) An enlarged scale drawing of the proposed work shall be submitted to clearly define the position and dimensions. Show existing trees and identify trees to be removed. This will not eliminate the need for a scale drawing on an Engineering Survey of the site.
( ) Copy of recorded title (*warranty deed or similar recorded document).
( ) The Homeowner or Contractor shall be responsible for locating all property lines and supply flagged markers a minimum of two feet (2') in height at each [property marker to remain up until final occupancy].
( ) City of Palm Bay Permits must be brought to District Office before work begins on unit.
( ) Hard copies of all contractors' Florida licenses working on the unit must be attached along with their proof of Insurance – or application will be denied.
( ) A $50.00 fee shall accompany initial application. Re-submissions require an additional $10.00 fee.

2. MINIMUM INSTALLATIONS REQUIREMENTS

a. Unit will be completely set up on piers, leveled with running gear, and tongue removed. An eighteen (18) inch minimum clearance, per current City of Palm Bay, requirements shall be established between the ground and the lowest point of any portion of the chassis I beams. Unit and all permanent structures must be set back a minimum of ten (10) feet from front and rear lines and side setbacks a minimum of six (6) feet or as noted on current survey. Corner unit must be ten (10) feet from the property line street side. Subject to change from City of Palm Bay Code Department.
b. Unit must be tied down and inspected by City of Palm Bay.
c. Driveway should be minimum 12 feet wide and 34 feet long to accommodate two parked vehicles. If the driveway can be utilized for parking vehicles side by side, then the driveway should be at least 20 feet wide and 18 feet long. The sidewalk is not considered part of the parking space. Driveways/carports shall not be in front of the unit. Driveway should flair at curb. Driveway must be abutted to unit.
d. A concrete carport slab with approved roof, including posts and fascia.
e. Air conditioning units shall not be installed in the front (or street side) of units. Shall be on side if room permits or in the back of unit.
f. Approved skirting material (ex: stucco, vinyl or concrete base must be termite resistance material). Enclose the entire base of unit. The front of the unit should be enclosed solid. All homes must be protected from weed eater around the skirting.
g. Landscaping with appropriate plants in accordance with established ACC Rules and Regulations.
h. Utility room/shed shall be no smaller than 9' by 12' and attached to carport at the rear or side of mobile unit per City of Palm Bay Code. Utility room/shed must be properly ventilated.
i. Contractor shall remove old unit from park immediately upon removal from lot.

3. GENERAL INFORMATION

a. The provisions of the District, the City of Palm Bay, and Buildings Code are applicable.
b. No deviations may be made to alter grade levels of lot except under Unit. Finished grade elevation must be a minimum of 30" from finished flooring.
c. The ACC shall maintain the right to visit the proposed home site to determine compatibility of applicant's home with established neighborhood homes, using impressions derived from visit.
d. Construction shall be completed with ninety (90) days from starting date, weather permitting. If not completed within 90 days, Owner must apply for an extension.

4. APPLICANT IS RESPONSIBLE FOR

a. Obtaining or having obtained Building Permits from Palm Bay Building Department and posting same in a conspicuous location. Permits must be brought to the District Office before work begins on home. Provide District Office with a work schedule showing when the unit will come into the park, when it will be set on the lot, and an approximate completion date. Line provided on page 3.
b. Calling or having contractor call for required inspections by the Palm Bay Building Department.
c. Owner shall file a re-submission application with ACC for approval of any deviations from the original application along with a $10.00 fee.
d. Assuring the work is completed as specified in application drawings, specifications or re-submission as submitted.

e. Owner shall obtain a Certified Building Location Drawing upon completion and furnish copy to District Office.
f. The unit shall not be used for any purpose until a valid Certificate of Occupancy has been issued by the City of Palm Bay AND all ACC Rules and Regulations are met. The unit must have a carport and utility room/shed attached before occupancy. Must comply with all Deed Restrictions AND ACC Rules and Regulations. Completed install must be inspected by ACC members and District Manager prior to occupancy.
g. Any unauthorized changes shall result in an immediate "Stop Work Order."

5. ACC FORM TO INSTALL UNIT

1. Who is to perform the work? List all contractors and sub-contractors, type of work each will perform, copies of their current Florida license and current Certificate of Liability Insurance.

_____

_____

2. Work will commence on _____ completed on _____(Approximate Dates)

3. Contractor agrees no work will be done on Sundays and Legal Federal Holidays. Work hours are 8:00 a.m. to 5:00 p.m. Any deviations must be approved prior to start.

4. ACC needs to be contacted when any unit or shed comes into the park to review the City of Palm Bay permits and placement of unit.

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

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 ANY 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 15 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 15 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 15th 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