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 RENOVATE UNIT EXTERIOR OR ADD A SHED

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 Recreation District violations and/or fines.** The ACC may accept applications submitted to correct violations.

The following information shall be required prior to start of construction/renovation:

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

( ) Must have a City of Palm Bay Building Permit, as/if required.

( ) City of Palm Bay Permit must be brought to District Office before any work can be done on unit.

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

( ) Locate proposed work or addition on a copy of current Engineering Survey for the home and lot. Show shape, dimensions, location and identify of area(s) where the work will take place. Use the same scale as that shown on the Survey. If proposed work cannot be clearly shown on current 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.

( ) Any structures must be set back a minimum of (10) ten feet from front and rear property lines and side setbacks must be a minimum of (6) six feet or as noted on current survey. Corner units must be (10) ten feet from the property line street side. Construction is not permitted in easements or setbacks.

1. On the lines below, explain in detail exactly what is proposed:

   _____

   _____

2. What materials are to be used (i.e., wood, aluminum, stucco, PVC, etc.):

   _____

3. Who will perform the work: (If owner, so state, if contractor or subcontractor(s), list name(s) and type of work each will perform, attach a copy of current Florida 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.

Approval is subject to applicant obtaining any ***required City of Palm Bay Permits***

Whenever the terms "Home", "Mobile", "Mobile Home", "Unit" or "Manufactured Home" are used herein it shall mean a mobile home defined in the corporate title of this District.

Exterior of accessory structures (Patio, Utility Buildings, etc.) should match siding of the mobile home or blend in architecturally.

All accessory structures must be properly tied down.

All debris must be cleaned up daily and removed upon completion of project. All materials

must be stored in the carport.

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 signed ACC Application and City of Palm Bay permit must be displayed in the front window while work is being performed.

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

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 relating to injuries that may occur in relation to the 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 CONTACTOR OR SERVICE PROVIDER

APPLICATION RECEIVED **Date:** _____

ACC REVIEWED ON **Date:** _____

Approved: _____ **Rejected:** _____

_____ _____

ACC Signature

ACC Signature

_____

ACC Signature

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