

## NOTICE TO PROPERTY OWNERS

Please be advised that construction cannot commence until this application for a building permit has been approved by the Architectural Control Committee (ACC).

Before you place any fixed improvements on your property you should have an independent property survey prepared by a registered professional surveyor. Prior to placing the property on the market the developer had a survey in which all lots were staked and a plat was recorded. However, utility companies and property owners destroy stakes and move them which could affect the improvements placed on your property. The sales department will attempt to locate your boundaries at the time of sale but Real Estate Agents are not certified to prepare surveys and locate boundary lines. **THE DEVELOPER 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 IMPROVEMENTS MOVED.**

Date: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot(s) \_\_\_\_\_ Section: \_\_\_\_\_

Property Owner Signature:

\_\_\_\_\_  
\_\_\_\_\_

**PLEASE MAIL TO:**

*Holiday Villages – Building Permits  
4144 North Central Expressway, Suite 900  
Dallas, Texas 75204*

Revised 11/6/14

LOT \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ LAST DATE TO START: \_\_\_\_\_  
SECTION \_\_\_\_\_ DATE STARTED: \_\_\_\_\_ LAST DAY TO COMPLETE: \_\_\_\_\_

PERMIT MUST BE OBTAINED FOR ALL IMPROVEMENTS, INCLUDING PORCHES, DECKS, STEPS, DRIVEWAYS AND ADD-ONS OF ANY KIND. ANY DEVIATION FROM THE SPECIFICATIONS CITED IN THIS APPLICATION AND ITS ATTACHMENTS INVALIDATES THIS APPROVAL.

APPLICATION NO. \_\_\_\_\_

## APPLICATION FOR BUILDING PERMIT - HOLIDAY VILLAGES

(Required for all lot improvements)

Applicant: \_\_\_\_\_ Subdivision \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

\_\_\_\_\_ Lot Dimensions: \_\_\_\_\_

Phone (daytime): \_\_\_\_\_ Phone (evening): \_\_\_\_\_

Application is hereby made for approval of the following improvements on the above described property:

Applicant agrees that construction cannot commence until this application has been approved by the ACC. Improvements will be constructed/installed according to descriptions, plans and drawings submitted herewith and will comply with all Subdivision Restrictions. Applicant understands that approval of this application is void if construction and/or installation is not commenced within eight (8) months from approval date and is void if not completed as to exterior finish and appearance within six (6) months from commencement date or within sixty (60) days after a mobile home is moved onto a lot. Applicant further agrees to maintain said improvements after construction/installation in accordance with all Subdivision Restrictions.

### APPLICANT MUST FURNISH A SITE **PLAN** FOR ALL IMPROVEMENTS SHOWING SIZE AND SETBACK DIMENSIONS

#### I. PERMANENT DWELLING

If permanent dwelling is a site-built structure, you must attach a set of plans and specifications that include a floor plan, site placement drawing and exterior finishes. Then complete all blanks below that are applicable.

Minimum floor area (excluding porches, decks, garages, etc.) is 750 square feet. Maximum height is two (2) stories. Setback rules are shown on the attached Site Placement Drawing.

Purpose/Use: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

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

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

Roofing Material: \_\_\_\_\_ Type Foundation: \_\_\_\_\_

No mobile homes over 5 years old will be approved by the Architectural Control Committee. You must submit the following with this application: (1) two pictures of the mobile home and (2) serial numbers and HUD seal numbers for each section.

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The mobile home must be  **tied down** , underpinned and underskirted within sixty (60) days after placement on a lot.

Year of Mfg: _____	New or Used: _____	Make: _____	Model: _____	Number of Sections _____
Section	HUD Seal Number	Serial Number		Verification
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____

**II. STORAGE BUILDING**

Minimum size is 30 square feet and maximum size is 144 square feet. The structure may not be used, either temporarily or permanently, as a dwelling. Quality materials are required for on-site construction and must be completed within thirty (30) days. The structure must be painted within sixty (60) days after completion.

Purpose/Use: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

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

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

Roofing Material: \_\_\_\_\_ Type Foundation: \_\_\_\_\_

Prefabricated (new or used): \_\_\_\_\_ Year of Mfg. \_\_\_\_\_ New Construction: \_\_\_\_\_

**III. GARAGE/CARPORT (if not attached to dwelling)** Minimum Size for each: 12' x 20' (Garage must be on a solid foundation such as concrete or caliche that would support the weight of a vehicle and must have an opening wide enough for an automobile.)

Purpose/Use: \_\_\_\_\_ Dimensions: \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

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

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

Roofing Material: \_\_\_\_\_ Type Foundation: \_\_\_\_\_

Prefabricated (new or used): \_\_\_\_\_ Year of Mfg. \_\_\_\_\_ New Construction: \_\_\_\_\_

**IV. PROPERTY ENCLOSURES**

Minimum setback is 10 feet from the front property line, and may be on the side or rear lot lines but must not obstruct easements. Residential type fencing materials such as wood or chain link fencing.

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

**V. CULVERT AND DRIVEWAY**

Minimum driveway width is 20 feet. Minimum culvert size is 15 inches, and must be set level to provide drainage.

Applicant hereby confirms that he has read and understands the Subdivision Restrictions that cover this property.

**WARNING:** *If Applicant fails to comply with this application and/or the Subdivision Restrictions, Applicant will remove any partially completed improvements and any other improvements on the property that do not comply with the Subdivision Restrictions. If Applicant fails to remove such improvements within thirty (30) days after written notice, Applicant agrees that the Owners Association and/or Developer may remove same, and Applicant will reimburse all costs of removal.*

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant



### COMMITTEE ACTION

Disapproved Reason: \_\_\_\_\_

Approved Subject to final inspection and acceptance.

ARCHITECTURAL CONTROL COMMITTEE

Date: \_\_\_\_\_

By: \_\_\_\_\_

Final approval and acceptance on this the \_\_\_\_\_ day \_\_\_\_\_.

ARCHITECTURAL CONTROL COMMITTEE

DATE CONSTRUCTION STARTED: \_\_\_\_\_

By: \_\_\_\_\_

**PLEASE NOTE:**

- Your site will be inspected for compliance with this permit.
- If the improvements have not commenced within eight (8) months after approval, this permit expires.
- If the improvements are not completed as to exterior finish and appearance within six (6) months after commencement, this permit expires.
- If the improvements include a manufactured home or modular home and underskirting is not completed within sixty (60) days after the home is placed on the property, this permit expires.
- If this permit expires, a one-month renewal may be obtained for a fee of \$50 but only if there is good cause for the delay, as determined at the discretion of the Committee. No renewal is effective unless it is approved in writing by the Committee. This permit may not be renewed for more than 6 months.
- **Construction cannot commence until this application has been approved by the ACC**

<b>FEE SCHEDULES</b>	
<u>Section</u>	<u>Value of Improvements</u>
Permanent Dwelling	\$ _____
Mobile Home	\$ _____
Storage Building	\$ _____
Property Enclosure	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

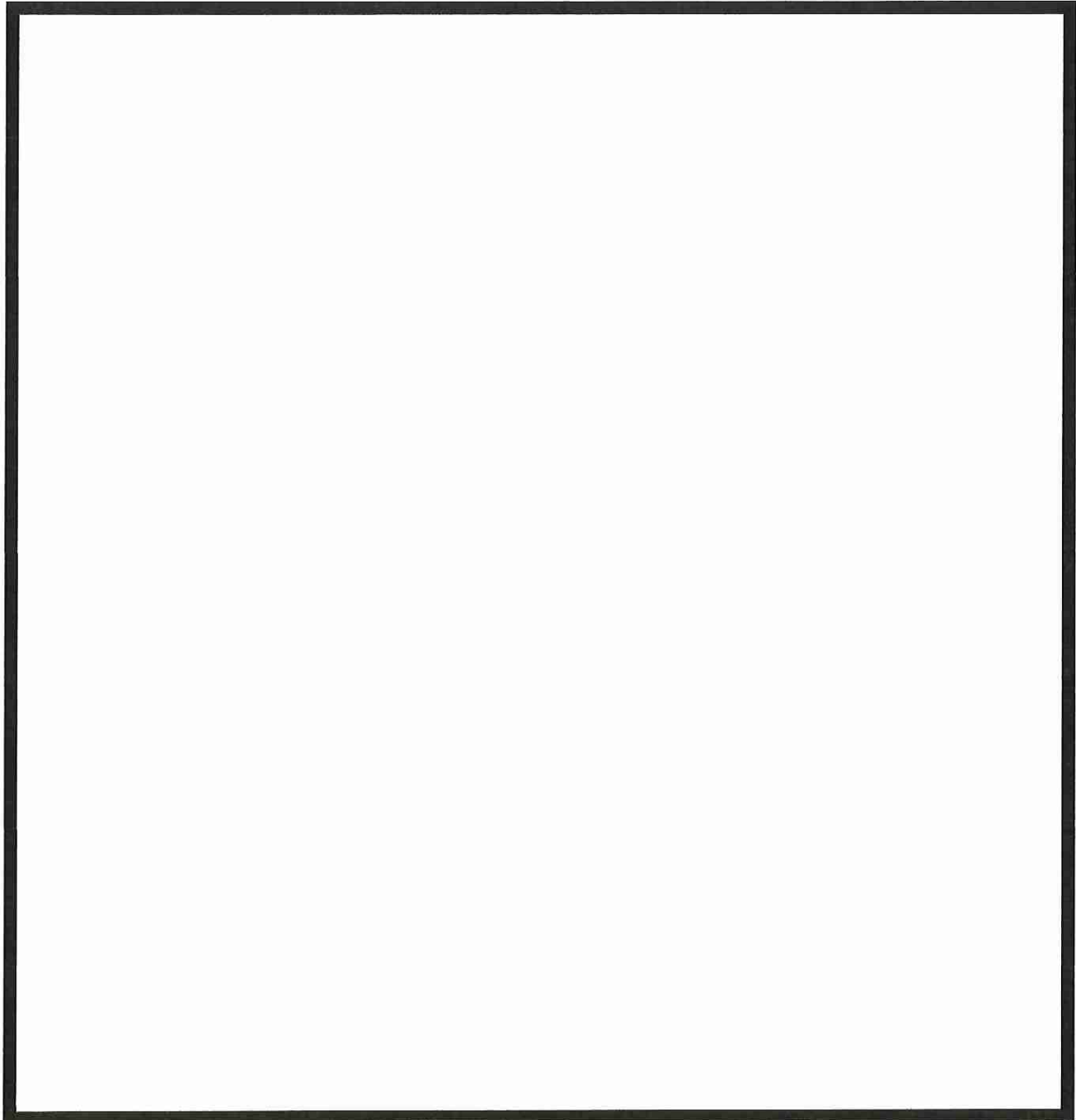
Building Permit Fees Payable to the Owners Association  
Check or Money Orders Only – No Cash Please

Permit is required for a driveway but there is no fee for the permit.

At the time of application, a one-time permit fee is due. The fee shall be the greater of (i) 1/4<sup>th</sup> of 1.00% of the cost of the improvements or (ii) \$25.00.

Fee due this application: \_\_\_\_\_  
Payment must be attached to application for it to be considered.

**SITE PLACEMENT DRAWING**



**SHOW DISTANCES FROM ALL IMPROVEMENTS TO PROPERTY LINES**

**MINIMUM SETBACK RULES**

	<u>Front property lines</u>	<u>Side and rear lines</u>
Building setback:	10' (18' in Section J of Livingston)	5' (10' in Medina)
Fence setback:	10'	None

Minimum building setback applies to all buildings, overhangs, porches, steps, add-ons, garages, air conditioners and other improvements and fixtures. The placement of all improvements is subject to reserved utility easements.

Minimum square footage for permanent residence: 750

***(NOTE: verify these overall requirements with the restrictions for your Section. These general requirements may vary some depending on the area.)***