

MANUFACTURED HOME / BUILDING PERMIT REQUIRED INFORMATION

1. The minimum square footage required for a residential dwelling (Home) is 1,000 Sq. Ft., Example: multiply the Length X Width = Sq. Ft. (14 X 72 = 1008, 16 X 70=1120, 16 X 80=1280, or 30X 38=1140) MANUFACTURED HOMES MUST PARALLEL ROADWAY, unless Town Council approval for variance is granted prior to placement.
2. If requesting a permit for a manufactured home in the Town of Holiday Lakes and the home is more than 5 years old or contains less than 1,000 sq. ft. of livable space, Town Council approval is required. For home more than 5 years old, current pictures are required to be submitted along with your permit application to Town Council for approval. These pictures must depict all sides from various angles. For homes of less than 1,000 sq. ft. please submit the brochure from the dealership. Please submit all information to the Town Secretary no later than the second Monday of the month, to be included on the Agenda for that month, submissions after that time may be placed on the next month's agenda. **A basic floor plan and plot plan are REQUIRED. (Plot plan shows location of: current structures, proposed structures, septic system, and power pole.)**
3. The Legal Property Description: pursuant to your property deed. Example: Lake Alaska (A0126 Geo Robinson, Lot ____, Block ____) Holiday Lakes **NOTE:** You or a Town Clerk may access the Brazoria County CAD website and locate this information using the legal property owners' name. (<http://propaccess.trueautomation.com/ClientDB/PropertySearch.aspx?cid=51>) *If you request a Town Employee research this information you will be charged \$15.00 per hour with a minimum charge of \$15.00, you will also be charged \$0.20 per page/copy for any information you wish to have printed out.*
4. Physical Address: This will include only your house number and street name; house numbers must be at least 3 inches high and posted so they are visible (EASLY SEEN) from the roadway.
5. Septic: If there is an existing septic system on the property, you will be required to have it inspected by a **State Licensed Inspector. The Inspector will provide you with an inspection form, it must state the system is compliant with current regulation, in good working order, and adequate for the size home you plan to build or have moved in.** If no current septic exists, or your system is not in compliance, you must obtain a permit from the Texas Commission on Environmental Quality granting permission for installation of an approved septic system. ***A copy of the approved septic plan must be submitted along with the application or permit cannot be approved.***
6. All property within the corporate limits of the Town of Holiday Lakes is located in flood zone AE. The National Flood Insurance Program and the Federal Emergency Management Agency require a Certificate of Elevation on all properties, in our area.
7. Certificate of Elevation is necessary, please remember the lowest floor of your home must be at least 38' above mean sea level; however, you can only build it 3' from ground level, unless built on an engineered pier set or pylons. Therefore, it may be necessary to elevate your site using dirt, concrete, etc., to meet all these requirements. A licensed surveyor must complete the Certificate of Elevation. Homes built on fill must be engineered.
8. You must adhere to property lines. You can neither build or place manufactured home within 25' from your property line on the road side, due to city's right-of-way. Furthermore, you cannot build within 5' of neighboring property lines on either side or the back of your property.
9. Value of proposed building or value of the manufactured home must be included on the permit application. The value is either the cost of the manufactured home or the entire cost of building materials and finishing materials.
10. Town Council must approve all permits less than 1,000 sq. ft., or homes older than five years old, therefore; you must appear before Town Council to answer any questions they may have.

Application Check List

1. Proof of Ownership:
 - a. Deed in your name or Tax Statement in your name, or
 - b. Notarized letter authorizing placement.
2. Basic Floor Plan, and Plot Plan.
(Plot Plan: Shows location of all structures, septic, and power pole on property)
3. 1,000 Square Foot or more of livable space, unless approved by Council.
4. Septic System:
 - a. Existing System: Inspection showing it is compliant with current regulations, in good working order, and adequate for home you plan to place there, or
 - b. No Existing System, or inability to bring system into compliance:
State approved Engineered Septic System Plan.
5. Certificate of Elevation
6. Floodplain Permit if property not in Zone X
7. Manufactured Home additional requirements
 - a. Wind Zone Two (2), or better (Stronger)
 - b. Skirted within thirty (30) days, of placement
 - c. If 5+ years old, pictures inside and out showing all walls, for Town Council Approval (Must be submitted before end on first week to be on that month's agenda.
 - d. All Manufactured Homes must parallel roadway, unless otherwise approved by Council, prior to placement.
 - e. Set back must be at least 25' from your property line on the roadway side and 5' from all other property lines.

All items must be submitted by the first week of the month to be placed on agenda for Town Council for that month's meeting. If submitted after that time your application will be on the following month's agenda.

By signing below, I agree to comply with all requirements listed above.

Applicants Signature

Date

Applicants Printed Name

Address of Proposed Construction