

TOWN OF HOLIDAY LAKES
BUILDING-MANUFACTURED HOME PERMIT
APPLICATION
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) Set back must be at least 25' from your property line on the roadway side and 5' from all other property lines.

3. 900 Square Foot or more of livable space, and it must be placed on a 100' X 100' lot or two or more lots with total land of 10,000 sq. ft. or more.

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:
Texas Commission on Environmental Quality (TCEQ) approved Engineered Septic System Plan.

5. Certificate of Elevation

6. Floodplain Permit

7. Manufactured Home added requirements
 - a. Wind Zone Two (2), or better (Stronger)
 - b. Skirted within thirty (90) days, of placement
 - c. If 5+ years old, pictures inside and out showing all walls, for Town Council Approval (Turn in 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.

Submit all items by the second Monday of the month for placement on agenda for Town Council for that month's meeting. Submission not received by the deadline will be on the following month's agenda.

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

Applicants Signature

Date

Address

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INFORMATION REQUIRED ON APPLICATION

1. The minimum square footage required is 900 Sq. Ft., Example: multiply the Length X Width = Sq. Ft. (30 X 30 = 900, 16 X 60 = 960) MANUFACTURED HOMES MUST PARALLEL ROADWAY, unless Town Council approval for variance is granted prior to placement. All home must be placed on 10,000 sq. ft. of land or more. One 100' X 100' lot or two or more smaller lots.
2. If manufactured home is more than 5 years old, Town Council approve. For home more than 5 years old, you must attach current pictures to your permit application for Town Council to approve. These pictures must depict all sides as well as various angles. Please give application packet to the Town Secretary by the second Monday of the month for placement on the Agenda for that month. **You must include a basic floor plan and plot plans. (Plot plan, shows location of current structures, proposed structures, septic system, and power pole.)**
3. The Legal Property Description: shown your property deed. Example: Lake Alaska (A0126 Geo Robinson, Lot ____, Block ____) Holiday Lakes **NOTE:** You may access the Brazoria County CAD website and find this information using the legal property owners' name. (<http://propaccess.trueautomation.com/ClientDB/PropertySearch.aspx?cid=51>) *If you request an 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 have printed. .*
4. Physical Address: This is only your house number and street name; house numbers must be at least 3 inches high and posted as to be visible from the roadway.
5. Septic: If there is an existing septic system on the property, a State Licensed Inspector shall inspect the system to ensure it meets all current requirements and is in good working order. The inspection form must say the system is compliant with current regulation, in good working order, and adequate for the size home you plan to build or move in. If no current septic exists, or if system compliance is not possible, you must obtain a permit from the Texas Commission on Environmental Quality granting permission for installation of an approved septic system. **For Permit or inspector information contact TCEQ at 713.767.3683 or 713.767.3650.**
6. All property within the corporate limits of Holiday Lakes is in flood zone AE. The National Flood Insurance Program (NFIP) and the Federal Emergency Management Agency (FEMA) require a Certificate of Elevation on all properties, in our area. Certificate of Elevation is necessary and will lower your cost should you decide to get flood insurance. Building on piers may be necessary as the lowest floor of your home must be at least 38' above mean sea level. The Certificate of Elevation must complete a licensed surveyor.
7. You must adhere to property lines. You cannot build or place manufactured home within 25' from your property line on the roadside, due to town's right-of-way. Also, you cannot build within 5' of neighboring property lines on either side or the back of your property.
8. Permit Application must include value of proposed building or manufactured home. The value is either the cost of the mobile home or the entire cost of building and finishing materials. Application must also include a plot plan see #1 above.
9. Town Council must approve all permits except those for manufactured home less than 5 years old, therefore; you must appear before Town Council to answer any questions they may have.

TOWN OF HOLIDAY LAKES BUILDING-MANUFACTURED HOME PERMIT APPLICATION

Permit Fees are as follows:

Building Permit (Single Family Home)	\$100.00
Manufactured Home Permit	\$100.00
Special Exception Permit	\$100.00
Travel Trailer or Recreational Vehicle Permit (1)	\$50.00
House or Manufactured Home Moving Permit	\$200.00
Storage Building or Carport Permit (2)	\$50.00
Special Exception Hourly Inspection Charge (3)	\$20.00
Special Exception Mileage Charge (4)	Current IRS Rate

1. Travel Trailer or Recreational Vehicle Permits for 3 months during Summer Vacation or 6 Months for Building (please attach a copy of building permit).
2. Storage Buildings of less than 288 square feet (example: 12' X 24', 16' X 16') do not require a permit. Carports attached to the home do not require a permit.
3. Inspection for Special Exception on Manufactured Homes more than 5 years old, where pictures where not adequate.
4. Standard IRS Mileage Rate will be charged when inspection of Manufactured Home is required.

For Certificate of Elevation contact a licensed land surveyor.

To find a local septic inspector or installer check the phone book, or TCEQ.gov and search for licensed inspectors and/or installers.

TOWN OF HOLIDAY LAKES BUILDING-MANUFACTURED HOME PERMIT APPLICATION

CRITERIA FOR APPROVAL

I, THE UNDERSIGNED APPLICANT, UNDERSTAND THE PROPERTY IS IN A FLOOD ZONE WITHIN THE TOWN OF HOLIDAY LAKES, TEXAS. TO COMPLY WITH THE DEVELOPMENT STANDARDS OF THE GOVERNMENTAL FLOODPLAIN MANAGEMENT REGULATIONS AND TO ELIMINATE OR MINIMIZE FLOOD DAMAGE POTENTIAL TO THE PROPOSED DEVELOPMENT, I MUST CONSTRUCT ANY RESIDENTIAL STRUCTURE WITH THE BOTTOM OF THE LOWEST FLOOR ELEVATED TO A MINIMUM OF 38- FEET ABOVE MEAN SEA LEVEL. PLACEMENT ON AN ENGINEERED PIER SET, AND PROPER ANCHORING, MAY BE REQUIRED. NOTE: A CERTIFICATE OF ELEVATION MUST ACCOMPANY THIS PERMIT APPLICATION AND CAN BE OBTAINED ONLY FROM A LICENSED SURVEYOR, OR ENGINEER.

IF APPLICATION IS FOR A RESIDENCE, AND THERE IS AN EXISTING SEPTIC SYSTEM, THE SYSTEM MUST BE INSPECTED, AND INSPECTION FORM SUBMITTED WITH APPLICATION. INSPECTION MUST SHOW THE SYSTEM IS: UP TO CURRENT CODE, IN GOOD WORKING ORDER, AND ADEQUATE FOR THE SIZE HOME YOU PLAN TO PLACE THERE. IF THE SYSTEM IS: NOT UP TO CODE, NOT ADEQUATE FOR THE SIZE HOME YOU PLAN TO HAVE, OR THERE IS NO CURRENT SEPTIC SYSTEM, YOU MUST HAVE AN ENGINEERED SEPTIC SYSTEM PLAN. THE APPLICATION FOR INSTALLATION OF SAID SYSTEM MUST BE FILED WITH TCEQ (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY), FOR THEIR APPROVAL. WATER SERVICE WILL NOT BE PROVIDED UNTIL THE SEPTIC SYSTEM IS INSTALLED AND INSPECTED AND THE CERTIFICATE OF OCCUPANCY OR EQUIVARIANT IS ISSUED.

A FLOOR PLAN MUST BE INCLUDED WITH THIS APPLICATION, ALONG WITH A DESCRIPTION OF MATERIALS USED IN CONSTRUCTION OF SAID BUILDING. EXAMPLE, WOOD FRAME HOUSE, SHEET METAL SHOP, CARPORT, ETCETERA.

A PLOT PLAN, SHOWING THE LOCATION OF ALL STRUCTURES AND SEPTIC SYSTEM, MUST ALSO ACCOMPANY THIS APPLICATION ONLY WINDZONE 2 OR STRONGER MANUFACTURED HOMES MAYBE PLACED IN THE TOWN OF HOLIDAY LAKES, OR BRAZORIA COUNTY. IT IS FURTHER UNDERSTOOD ALL MANUFACTURED HOMES MUST BE SKIRTED WITHIN 90 DAYS OF PLACEMENT, OR I WILL BE CITED FOR FAILURE TO COMPLY.

ALL RESIDENTIAL DWELLINGS MUST BE A MINIMUM OF NINE HUNDRED (900) SQUARE FOOT OF LIVABLE SPACE. ALSO, APPLICANT MUST COMPLY WITH CURRENT SET BACK REQUIREMENTS (TWENTY-FIVE FEET (25') FROM YOUR PROPERTY LINE ON ANY ROADWAY SIDE, AND FIVE FEET (5') FROM ANY ADJOINING PROPERTY LINE. AND THE HOME MUST BE ON A 100' X 100' LOT OR TWO OR MORE SMALLER LOTS WITH TOTAL LAND OF AT LEAST 10,000 SQ. FT.

NOTICE: *ANY PROPOSED CONSTRUCTION THAT CHANGES A PRE-EXISTING STRUCTURE INTO A RESIDENTIAL DWELLING, THAT DWELLING MUST BE BROUGHT INTO COMPLIANCE WITH ALL CURRENT REGULATIONS. *****

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By signing below, I agree to follow all the above guidelines, I further understand that failure to comply may result in the issuance of a citation.

APPLICANT PRINTED NAME

APPLICANT SIGNATURE

DATE

**TOWN OF HOLIDAY LAKES
BUILDING-MANUFACTURED HOME PERMIT
APPLICATION**

STATE OF TEXAS
COUNTY OF BRAZORIA
TOWN OF HOLIDAY LAKES

APPLICATION NUMBER _____ PHONE NUMBER _____

NAME OF APPLICANT _____ S. S. # _____

MAILING ADDRESS _____

LEGAL DESCRIPTION OF PROPERTY _____

PHYSICAL ADDRESS OF PROPERTY _____

TAX ACCOUNT NUMBER _____ PROPERTY ID _____

HOME/STORAGE/OTHER STRUCTURE

DESCRIPTION OF PROPOSED CONSTRUCTION _____

ESTIMATED COST OF COMPLETION _____

MANUFACTURED HOME

YEAR _____ MAKE _____ MODEL _____ SIZE _____ COST _____

Unit Serial Number _____

COMPANY OR PERSON RESPONSIBLE FOR MOVING MOBILE HOME:

Name _____ Address _____

Contact _____ Phone Number _____

Insurance Company _____ Contact Number _____

Policy Number _____ Claims Phone Number _____

FOR OFFICIAL TOWN USE ONLY

EXISTING SEPTIC SYSTEM _____ INSPECTED AND APPROVED BY _____

******INSPECTION CERTIFICATE MUST BE ATTACHED******

NO EXISTING SEPTIC SYSTEM _____ TCEQ PERMIT NUMBER _____

*****Certified Engineered septic system drawings including location of dwelling and system*****

Applicant Signature _____ **Date** _____

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TOWN OF HOLIDAY LAKES

BUILDING-MANUFACTURED HOME PERMIT APPLICATION

FLOODPLAIN DEVELOPMENT PERMIT APPLICATION

SECTION 1. GENERAL PROVISIONS (APPLICANT MUST READ AND SIGN):

1. No work of any kind may start until a permit is issued.
2. Any false statements in the application and permit shall become void.
3. If revoked, all work must cease until permit is re-issued.
4. Certificate of Occupancy MUST BE ISSUED before occupied.
5. Work must start within 6 months and will expire 1 year from date of issuance.
6. To fulfill local, state, and federal regulatory requirements, other permits may be necessary.
7. Applicant hereby gives consent to the Local Administrator or his/her representative to make reasonable inspections required to verify compliance.
8. THE APPLICANT, STATES "I CERTIFY THAT ALL STATEMENTS HEREIN AND IN ATTACHMENTS TO THIS APPLICATION ARE TO THE BEST OF ON KNOWLEDGE, TRUE AND ACCURATE".

SECTION 2: PROPOSED DEVELOPMENT (BUILDING)

Applicant's Name: _____ Telephone Number: _____

Builder or Self: _____ Telephone Number: _____

Engineer: _____ Telephone Number: _____

PROJECT LOCATION: _____

To avoid delay in processing please supply enough information to make locating location easy. Give street address, and/or legal description including lot number(s). Also, include a Plot Plan showing where on the property the development will be.

DESCRIPTION OF WORK (CHECK ALL THAT APPLY)

A. STRUCTURAL DEVELOPMENT C:\Users\Cindy Clark\Documents\2017\Permit Forms And Information\COMPLETE BUILDING PERMIT APPLICATION PACKET 10-1-19.Doc

- | | |
|--|---|
| <input type="checkbox"/> New Structure | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Non-Residential (Flood proofing? <input type="checkbox"/> yes <input type="checkbox"/> no) |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Combined Use (Residential/Commercial) |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Commercial (Flood proofing? <input type="checkbox"/> yes <input type="checkbox"/> no) |
| <input type="checkbox"/> Manufactured (Mobile) Home | |

Estimated Cost: _____ Description of Construction: _____

B. OTHER DEVELOPMENT ACTIVITIES

- Clearing Fill Mining Drilling Grading Excavation (Except for Structural Development Checked Above) Water Course Alteration (Including Dredging and Lake/Creek Modification) Drainage Improvements Other (Please Specify _____)

APPLICANT'S SIGNATURE: _____ Date: _____

STOP HERE, NEXT PAGE FOR FLOODPLAIN ADMINISTRATOR

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APPLICATION
STOP

DO NOT WRITE ON THIS PAGE - FLOODPLAIN ADMINISTRATOR FINDINGS

SECTION 3. FLOODPLAIN DETERMINATION

The proposed development is in a Special Flood Hazard Area, FIRM zone designation is AE "100 year/2%" flood elevation required at the site is 38' ft. NGVD (MSL), property is located on FIRM Panel No. 48039C0410H Dated 06/05/1989.

SECTION 4. ADDITIONAL INFORMATION REQUIRED: Processing of application will not go ahead with documents listed below.

- A site (plot) plan showing the location of all existing structures, bodies of water, adjacent roads, lot dimensions, and proposed development.
- Plans showing the extent of watercourse relocation and/or landform alterations.
- Change in elevation (in feet) _____ Meets Ordinance limits Yes No
- Flood proofing protection level (non-residential only) _____ ft. NGVD (MSL).
- Other: _____

SECTION 5: PERMIT DETERMINATION

I HAVE DETERMINED THAT THE PROPOSED ACTIVITY: IS IS NOT In conformance with provisions of Local Law (Ordinance # 2005-08) The permit can be issued subject to the conditions attached to and made part of this permit. Signed: _____ Date: _____
Permit expires 1 year from date of issuance, or 6 months if no work has begun.

If Compliant, Floodplain Administrator may issue Permit upon payment of designated fee.

If Non-Compliant, Floodplain Administrator will supply a written summary of deficiencies. Applicant may revise and resubmit application to Floodplain Administrator or may request a hearing before Town Council who acts the Board of Appeals.

Appealed to Town Council Yes No

Hearing Date _____

Town Council Decision-Approved? Yes No

Reasons/Conditions: _____

Special Exception _____ DATE OF VOTE: _____ VOTE: ___AYES ___ NAYS

SECTION 6: AS-BUILT ELEVATIONS

A professional engineer or a licensed land surveyor must complete this section (or attach a certificate of elevation to this application.

1. Actual (As-Built) Elevation of the top of the lowest floor is: _____ ft. NGVD (MSL).

2. Actual (As-Built) Elevation of flood proofing protection is: _____ ft. NGVD (MSL).

SECTION 7: COMPLIANCE ACTION

The FLOODPLAIN ADMINISTRATOR will complete this section as applicable based on inspection of the project to ensure compliance with the community's local law for flood damage prevention.

INSPECTIONS DATE _____ BY _____ DEFICIENCIES? YES NO

 DATE _____ BY _____ DEFICIENCIES? YES NO

 DATE _____ BY _____ DEFICIENCIES? YES NO

SECTION 8: CERTIFICATE OF OCCUPANCY

Certificate of Occupancy Issued: Date: _____ By: _____

Title: _____