

APPLICATION FOR BUILDING OR MANUFACTURED HOME

TOWN OF HOLIDAY LAKES

STATE OF TEXAS X
COUNTY OF BRAZORIA X
TOWN OF HOLIDAY LAKES X

APPLICATION NUMBER PHONE NUMBER

NAME OF APPLICANT S. S. #

MAILING ADDRESS

\*\*\*\*\*

LEGAL DESCRIPTION OF PROPERTY

PHYSICAL ADDRESS OF PROPERTY

\*\*\*\*\*

HOME/STORAGE/OR OTHER

DESCRIPTION OF PROPOSED CONSTRUCTION

ESTIMATED COST OF COMPLETION

OR/MANUFACTURED HOME

YEAR MAKE MODEL SIZE COST

FOR OFFICIAL TOWN USE, ONLY

\*\*\*\*\*

FLOOD ZONE LOCATION

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\*\*\*\*\*

\*\*\*\*\*

# TOWN OF HOLIDAY LAKES

## CRITERIA FOR APPROVAL

1. 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 36- FEET ABOVE MEAN SEA LEVEL. I ALSO UNDERSTAND THAT THE LOWEST FLOOR CANNOT BE MORE THAN 3- FEET FROM THE GROUND, UNLESS PLACED UPON AN ENGINEERED PIER SET, AND PROPERLY ANCHORED. NOTE: A CERTIFICATE OF ELEVATION MUST ACCOMPANY THIS PERMIT APPLICATION AND CAN BE OBTAINED ONLY FROM A LICENSED SURVEYOR.
2. IF APPLICATION IS FOR A RESIDENCE, AND THERE IS A SEPTIC SYSTEM, THE SYSTEM MUST BE INSPECTED AND AN INSPECTION CERTIFICATE ISSUED AND SUBMITTED WITH APPLICATION; SHOWING THE SYSTEM IN GOOD WORKING ORDER, AND ADEQUATE FOR THE SIZE HOME YOU PLAN TO PLACE THERE. IF 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 BY TCEQ.
3. 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.
4. A PLOT PLAN, THAT SHOWS LOCATION OF ALL STRUCTURES AND SEPTIC SYSTEM, MUST ALSO ACCOMPANY THIS APPLICATION
5. 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 30 DAYS OF PLACEMENT, OR I CAN BE CITED FOR FAILURE TO COMPLY.
6. ALL RESIDENTIAL DWELLINGS MUST BE A MINIMUM OF ONE THOUSAND (1,000) SQUARE FOOT OF LIVABLE SPACE. ANY EXCEPTIONS MUST BE APPROVED BY CITY COUNCIL, PRIOR TO BEGINNING CONSTRUCTION OR PLACEMENT OF MANUFACTURED HOME. 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.

NOTICE\*\*\*ANY PROPOSED CONSTRUCTION CHANGING A PRE-EXISTING STRUCTURE TO A RESIDENTIAL DWELLING MUST BE BROUGHT INTO COMPLIANCE WITH ALL CURRENT REGULATIONS. \*\*\*

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

APPLICATION FOR BUILDING OR MANUFACTURED HOME

TOWN OF HOLIDAY LAKES

PERMIT # \_\_\_\_\_

WAS ISSUED TO: \_\_\_\_\_ ON: \_\_\_\_\_

FOR PURPOSE INDICATED BELOW FOR DELIVERY TO OR CONSTRUCTION AT

\_\_\_\_\_

OFFICE USE ONLY

Approved  Disapproved

IF DISAPPROVED DATE: \_\_\_\_\_

Issue Date \_\_\_\_\_ Expiration Date \_\_\_\_\_

Permit Fee \$100.00

Type of Permit Applied for/Issued \_\_\_\_\_

A COPY OF THIS COMPLETED APPLICATION MUST BE RETAINED BY THE APPLICANT AND MADE AVAILABLE FOR REVIEW BY ANY CITY OFFICIAL, POLICE OFFICER, CODE ENFORCEMENT OFFICER, OR FLOODPLAIN ADMINISTRATOR.

ANY REQUEST FOR A SPECIAL USE BUILDING PERMIT SHALL REQUIRE A WRITTEN APPLICATION BE FILED WITH THE TOWN SECRETARY. THIS APPLICATION SHALL CONTAIN NAME, ADDRESS, TELEPHONE NUMBER AS WELL AS THE SQUARE FOOTAGE AND A BASIC FLOOR PLAN OF THE HOME. ORIGINAL VALUE (OR COST) OF THE HOME TO INCLUDE ALL BUILDING MATERIALS INCLUDING THOSE FOR COMPLETION OF THE INSIDE OF THE HOME, WILL ALSO BE REQUIRED.

THE APPLICATION REQUIRES THE LEGAL DESCRIPTION OF PROPERTY WHERE HOME IS TO BE LOCATED. FURTHERMORE; THE APPLICANT SHALL PROVIDE ASSURANCE TO THE TOWN OF HIS/HER ABILITY TO COMPLY WITH ALL ORDINANCES AND REGULATIONS, PERTINENT TO CONNECTING THE HOME TO ALL UTILITIES. FURTHER; INDICATE BY PLAT THE PROPOSED LOCATION SITE, THIS SITE SHALL CONFORM TO EXISTING BUILDING LINES OF ADJACENT COMMERCIAL OR RESIDENTIAL PROPERTIES. EXAMPLE PLACEMENT MUST BE AT LEAST TWENTY-FIVE FEET (25') FROM YOUR PROPERTY ON ANY ROADWAY SIDE AND FIVE FEET (5') FROM ANY OTHER ADJOINING PROPERTY LINES.

PLEASE SUBMIT YOUR COMPLETED REQUEST TO THE TOWN SECRETARY WHO WILL SCHEDULE IT AS AN AGENDA ITEM AT THE NEXT REGULARLY SCHEDULED TOWN COUNCIL MEETING.