

# Construction Application Form

All forms must be submitted to the Construction Committee in the Office **NO LATER** than 12:00 Noon on the **MONDAY** that is ten (10) calendar days prior to the next scheduled Regular Board Meeting. If submitting the form after the work has been completed, a \$100 processing fee must accompany the application and may be subject to future fines if not approved. Late submissions will be forwarded to the next scheduled meeting of the Board. Applicant is responsible for filling out **ALL** requested information below that has an \* by it. Incomplete applications will be **AUTOMATICALLY DENIED**.

**The application expires 180 days from the date of approval. Work not completed during the 180 days' time period will require a second application and approval. All approved work is subject to Construction Committee/Manager inspection before, during and after project completion.**

\*Resident's Name (Please Print): \_\_\_\_\_ \*Phone Number: \_\_\_\_\_

\*Resident's Email address: \_\_\_\_\_

\*Holiday Manor Address for the proposed work: \_\_\_\_\_

\*Expected Date of Completion of Work AFTER Board Approval: \_\_\_\_\_

Provide a complete description of project, such as a new construction, replacement, new installation, etc.

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

\*State your full reason(s) or purpose(s) for the project: \_\_\_\_\_

\_\_\_\_\_

\*If it is your intent to bring a new unit into Holiday Manor, in what year was it built? \_\_\_\_\_

**\*DRAW AN EXACT DIAGRAM OF YOUR PROJECT, ON THE BACK OF THIS FORM. USE EXACT MEASUREMENTS.  
DO NOT USE PENCIL. INCLUDE ALL THE DIMENSIONS.**

\*Does this work require a county permit? YES \_\_\_\_\_ NO \_\_\_\_\_

\*Company doing the work: \_\_\_\_\_ \*Phone Number: \_\_\_\_\_

\*Company Address: \_\_\_\_\_ \*Business License Number: \_\_\_\_\_

**Applicant is to fill out ALL requested information above this line**

Construction Committee/Manager has reviewed this application. (Please Circle): Supported Rejected

Date: \_\_\_\_\_ Brief reason for Committee's Rejection: \_\_\_\_\_

Board of Director's decision by majority vote: (Please Circle) Approved Denied Date: \_\_\_\_\_

Board of Director's Signature or Representative: \_\_\_\_\_

Required Collier County permits have been received and filed in the HMCI office. Date: \_\_\_\_\_

Project Completed as approved. Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

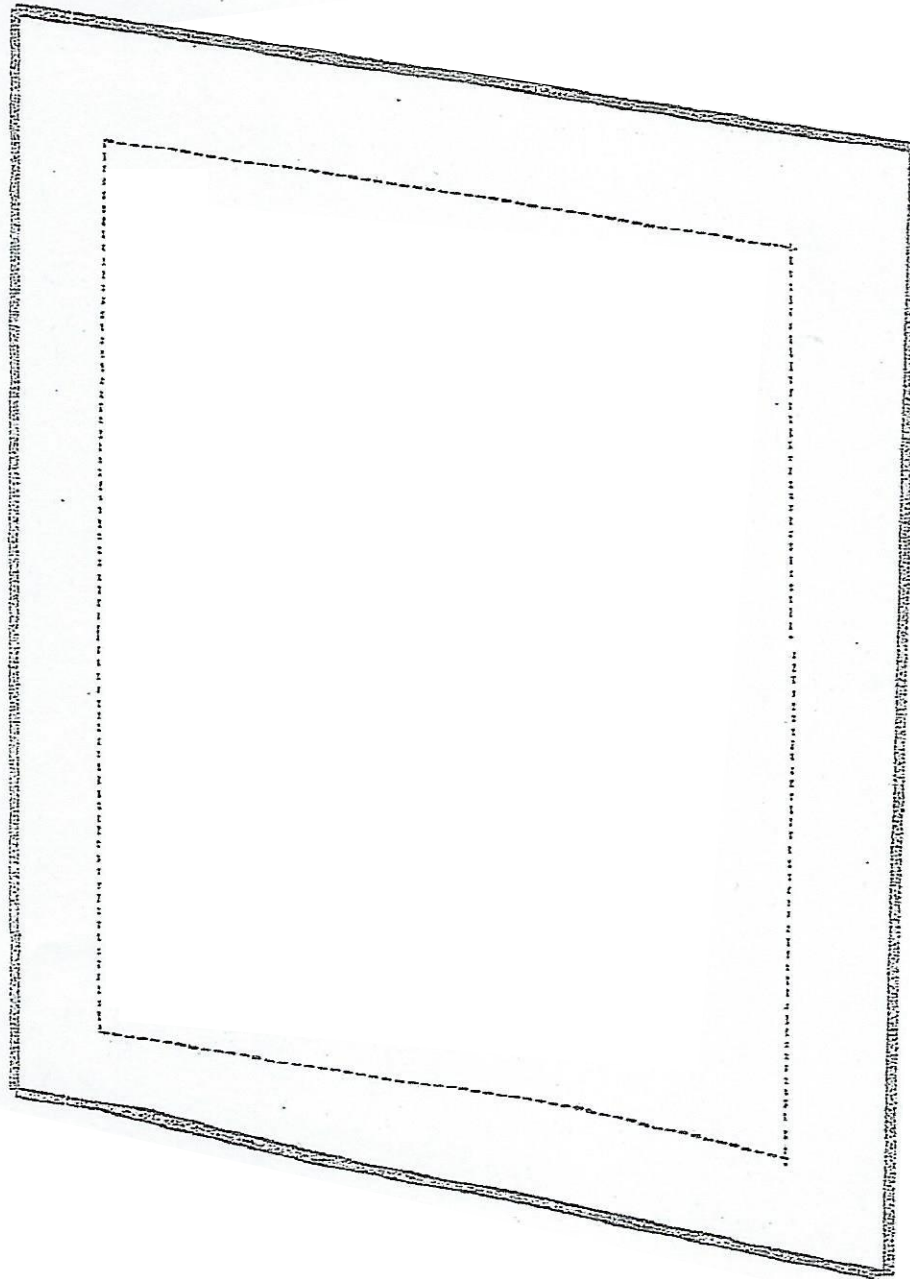
Revised 2/19

Board Approved: 3/06/2019

**Drawing or sketch of your proposed project.**

The solid rectangle represents the approximate **OUTSIDE** boundary of your unit area. The dashed rectangle represents the 5 foot setback requirements where no permanent structure can be placed outside of it.

**Back Of Your Unit Area**



Front of Your Unit Area / Street Side

Disclaimer: This is not a survey or legal document that is being requested by the Beautification Committee, Construction Committee, or HMCI.

# **HMCI CONSTRUCTION RULES AND APPLICATION**

**Reviewed: Revised: 1/2015**

**Board Approved: January 28<sup>th</sup> 2015**

Each resident is responsible for reviewing the HMCI Construction Rules and Regulations approved by the Board of Directors. The Rules are contained within this package for the resident's review.

**Any work started or completed prior to obtaining approval from the Construction Committee and the Board of Directors will be required to be dismantled and returned to the original condition.**

**If the resident refuses to comply, the work will be dismantled at the owner's expense.**

## **Procedure**

1. The resident reviews the Construction Rules to determine if an application is required. Questions regarding the rules should be directed to the Construction Committee Chairman or Manager.
2. Once it is determined that an application and approvals are warranted under the rules, the resident will fully complete a Construction Application.
3. All sections of the form must be completed by the resident prior to submitting the form to the office for review by the Construction Committee/Manager. A complete diagram, is to be submitted to the office. Do not complete the application or drawing with pencil.
4. The resident must submit applications by **12PM (noon) on the Monday** that is ten (10) calendar days prior to the next scheduled board meeting.
5. The Construction Committee/Manager will review the application and determine the appropriateness of the application.
6. The Construction Committee/Manager will indicate their support or rejection of each application and provide a copy of each to the Office for distribution to each Board member's file prior to **12PM (noon) the Friday** before a scheduled Board Meeting.
7. The Construction Committee Chairperson/Manager will place a list of recommended applications in a Construction Binder by Monday prior to the next Board meeting.
8. The Board will vote on each application, or group of applications and approve by majority voting rules.
9. A board approved application will be considered valid for six (6) months from the date of approval
10. The Construction Committee recommends resident not proceed to obtain County permits until **both** the Construction Committee and the Board of Directors have approved the application. Rationale: to avoid unnecessary costs for the resident, as the resident is responsible for all costs for all required County permits.
11. A Copy of the required County permit(s) will be provided to the HMCI Office for placement in the resident's file **PRIOR TO THE START OF ANY CONSTRUCTION**, and only after receiving Construction Committee and Board approval.
12. Once the approval is granted, the resident will receive a HMCI yellow permit to place in the front window, visible from the street, signifying the approval has been granted.
13. Projects are subject to inspection by the Construction Committee/Manager or designee before, during and after completion.

## **HMCI Construction Rules and Application**

### **Air Conditioners Require Construction Committee and Collier County Permits.**

1. The new installation, or replacement of ground installed air and heating conditioner. Setbacks of five (5) feet to the lot side and ten (10) feet Fire Code separation between permanent structures shall be met.
2. Owners shall remove, at their expense, any new air and/or heating conditioner unit that violates the setback rules, or causes an obstruction to park utilities.

### **Awnings, Doors, Screens, Windows, Roofing & Skirting**

1. The replacement of existing doors, windows, awnings, skirting, screens, acrylic or vinyl slider inside the existing screen porches, lanais, or rooms do not require prior approval, if they **do not alter the exterior footprint of the mobile.**
2. The new installation (did not previously exist) of glass windows or sliders shall require Collier County Permit Construction Committee and Board approval prior to the installation.
3. All mobile homes must be skirted as approved by the Construction Committee and the Board. Approved skirting shall be the standard 3.5 inch metal slats, vinyl soffit material or vinyl latticework.

### **Boundaries**

1. For clarity purposes on the R.V. lots, the boundary shall be driveway to driveway and there shall be a setback of no less than five (5) feet at the rear and on each side boundary. The front setback will also be no less than five (5) feet from the edge of the road when measured from the closest point on the structure, including steps.
2. No permanent structure can be located within these setback areas
3. The five (5) feet setback boundary does not apply to the lateral boundaries adjacent to the Common areas
4. On the Mobile Home lots, the lot boundary shall be halfway between the units excluding any additions, driveways, etc. There shall be setback of no less than five (5) feet to the rear and a setback of no less than five (5) feet to the front when measured from the closest point of the structure, including steps to the edge of the road.
5. All permanent R.V.s, Mobiles and Park Models must maintain a five (5) feet setback and separation of ten (10) feet between another's lot or structure to adhere to Fire Code Safety.
6. Existing boundaries shall not be altered and the HMCI Board of Directors nor any Officer is empowered to change such.

## HMCI Construction Rules and Application

### Concrete – Revised 12.29.16

1. Construction Committee/Manager and Board approval must be obtained before the **pouring of any concrete or placing impervious pavers for driveways, patios, carports, porches, lanais, side-walks or sheds.**
2. **RV** Concrete pads shall not exceed thirty (30) feet wide (**if lot size accommodates**) and will be limited to allow five (5) feet of green space between unit areas. There shall be five (5) feet clearance on each back to back lot boundary creating ten (10) feet of easement for adequate work space to repair or replace main lines.
3. Concrete shall have a minimum thickness of three and one-half (3 ½) inches. New concrete shall not be more than four (4) inches above the mean ground level unless concrete is poured to the height of the existing slab that might have exceeded four (4) inches. An owner that removes an existing slab and/or driveway and pours a new concrete shall conform to the not more than four (4) inch above means ground level rule.
4. When an existing concrete slab or driveway is removed, the new concrete slab or driveway shall conform to the four (4) inch above mean ground level rule.
5. All concrete slabs or driveways **MUST** be growled smooth or broom finished with edges seamed.
6. **Impervious concrete on mobile home sites shall not exceed a total of 25% of the square feet of the unit lot, up to a maximum of 750 square feet.**
7. **To promote adequate soil drainage, pervious pavers are recommended for any requested expansion of driveways, patios, carports, or side-walks.**

### Excavating

Construction committee/Manager and Board approval must be obtained prior to any land excavating.

### Fences/Walls

No fences or walls shall be permitted.

### Installation of any new permanent unit.

#### A HMCI Construction Committee and Collier County Permit is required.

1. The installation of a new unit requires Construction Committee and Board approval prior to delivery
2. The installer of the new unit shall provide HMCI Construction Committee documentation verifying compliance with Collier County FEMA and Federal FEMA requirement. A copy of Collier County permit must be on file in the Office prior to the delivery of the new unit.
3. Based on standards for fire code safety relating to the installation of manufactured homes, no portion of any structure can be less than ten (10) feet apart. That means you have to measure the ten (10) feet distance from the overhang, not the walls or supports.

### Plumbed, wired and anchored

All Shareholder's and Non-Shareholder's homes are to be plumbed, wired, hurricane anchored and blocked in accordance with all applicable county and state codes. Proof of compliance must be submitted to the Construction Committee prior to the installation.

## HMCI Construction Rules and Application

### Removal or Demolishment of a Unit or Attachment.

1. Every Shareholder or Non-Shareholder shall give the Corporation seven (7) days written notice before moving his/her home, unless the Corporation waives this notice.
2. All fees and/or rents must be paid before the unit can be removed from the Park.
3. A Collier County Demolition Permit may be required.

### Repairs

1. Maintenance projects such as power washing unit, repainting roofs, do not require approval
2. HMCI Construction Committee/Manager recommendation and Board approval are required to make modifications and improvements to the existing mobile, carport or roof. A Collier County permit is not required.
3. Any extension or expansion to a mobile home, roof-over, carport, shed, trailer, or R.V. of a permanent nature requires a permit from Collier County, Construction Committee recommendation, and Board of Directors approval prior to the installation.
4. All construction must be in accordance with the Florida Statutes, Collier County Codes and a permit from the County obtained where necessary. A copy of the permit must be on file in the HMCI office and Board approval obtained prior to beginning the work.

### Sheds

1. The installation of a new shed or the relocation of any pre-existing shed, or any expansion of such, requires Collier County permit, Construction Committee and Board approval prior to the installation. Sheds are classified by Collier County as Accessory structures and must comply with the Non-conforming Use Alteration (NUA) guidelines.
2. Any new shed shall be placed on concrete, either an existing poured slab or an extension to the slab as long as the setback and fire code separation requirements are maintained, and the lot is large enough.
3. The shed shall be no larger in floor area than eight (8) feet by ten (10) feet and shall have a maximum height no higher than ten (10) feet from the ground to the peak of the roof. Only one shed per unit is permitted.
4. An existing shed that is relocated from the original site to another location on the lot shall be placed on concrete, either an existing poured slab, or an extension to the slab as long as the setback and fire code separation requirements are maintained, provided the lot is large enough for the same.
5. Sheds currently (February 2014) existing on asphalt may be replaced on the same asphalt as long as setback and fire code separation requirements are maintained.
6. Sheds can also be installed under a carport as long as they are attached to the permanent unit and the setback requirement of ten (10) feet, or zero (0) feet is maintained for the fire code safety.
7. Shed location shall observe the five (5) feet setback requirement and a separation of ten (10) feet between another permanent structure on another's lot per Collier County Fire Code.

## **HMCI Construction Rules and Application**

### **Storage Containers**

1. Vinyl storage closets, and chests, may be no more than seventy-two (72) inches high and forty-eight (48) inches wide. They must be safely secured and anchored.
2. Beginning March 31<sup>st</sup> 2014, only 2 outside storage closets or chests, (not previously existing) are permitted.

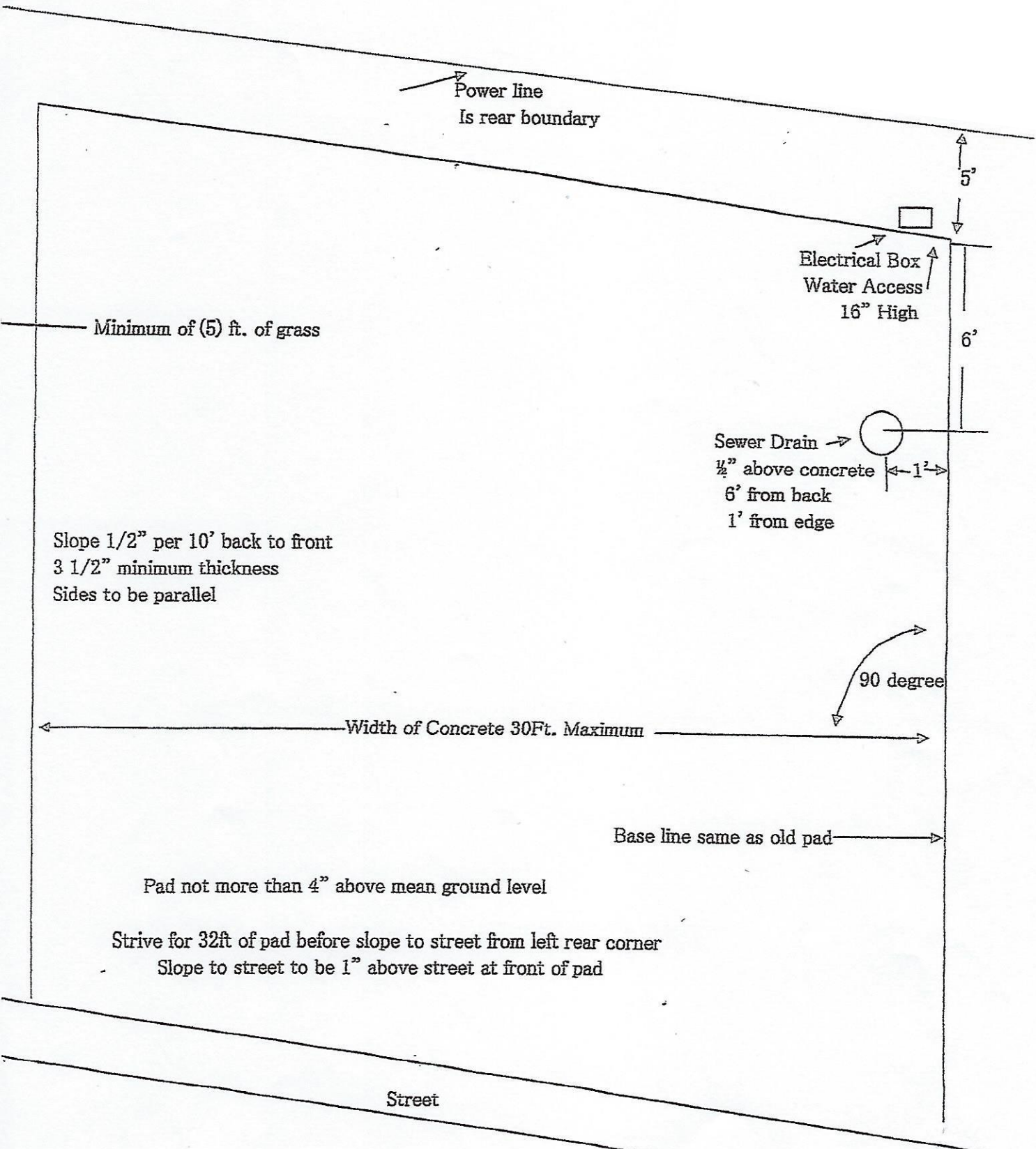
### **Utilities**

1. All electrical wires, TV, cable and telephone lines shall be buried from the point of distribution to the contact point for connection at the permanent or temporary unit.
2. Any owner or renter who intends to move or relocate any utility shall acquire approval and be inspected by an HMCI electrician, plumber or Construction Committee.

### **RV Lots**

All RV lot upgrades must conform to the HMCI RV pad design. A copy may be obtained from the Park Office.

# RV PAD DESIGN



Minimum of (5) ft. of grass

Power line  
Is rear boundary

Electrical Box  
Water Access  
16" High

Sewer Drain  
1/2" above concrete  
6' from back  
1' from edge

Slope 1/2" per 10' back to front  
3 1/2" minimum thickness  
Sides to be parallel

90 degree

Width of Concrete 30Ft. Maximum

Base line same as old pad

Pad not more than 4" above mean ground level

Strive for 32ft of pad before slope to street from left rear corner  
Slope to street to be 1" above street at front of pad

Street

Board Approved 12/14/2011