

HOLIDAY PARK, PARK & RECREATION DISTRICT
ARCHITECTURAL PERMIT APPLICATION

No

This application must be submitted at least 48 hrs. before the Architectural Control Committee meeting.

Property Owner: _____ Date _____

Address _____ Phone _____

Description of Work to Be Done including detailed information, drawings, & paint color if applicable.

Name of Contractor Signature of Contractor

(By signing I agree to abide by the Architectural Control Committee Rules & Regulations and the Deed Restrictions and will comply before proceeding with the project. I also agree to apply for all city permits as required.)

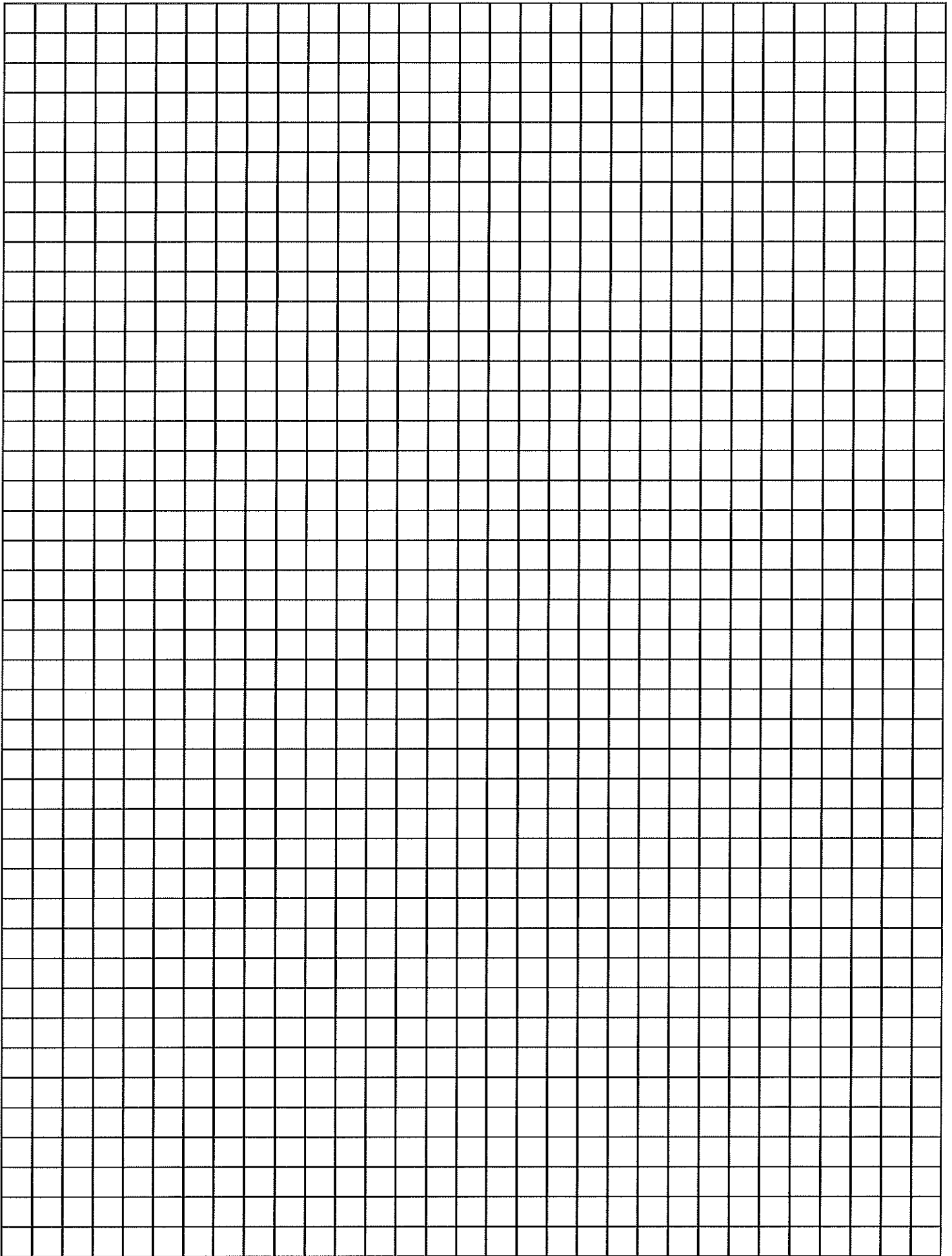
Signed _____
Owner

The Committee has reviewed the application and recommends the following:

- Additional Exception to Approval:
- A. That the proposed improvements be in accord with all codes and ordinance of Governmental Agencies.
 - B. Any utility easement or other Rights-of-Way.
 - C. Applications must include dimensions of project, property lines, and setback lines.

Approved _____ Disapproved _____ Date _____
Signed _____
Architectural Control Committee

This application approval does not grant permission to violate any Holiday Park Deed Restrictions, Holiday Park Rules & Regulations or Architectural Committee Rules! (Any deviation from approval shall be subject to cancellation of permit.)



Original May 1988	Revised 03/10/2011	Revised 03/9/2017	Revised 10/14/21	Revised 04/11/2024	Revised 05/14/2026
Revised 11/11/1991	Revised 05/05/2011	Revised 1/10/2019	Revised 01/13/22	Revised 02/13/2025	
Revised 04/04/1995	Revised 04/12/2012	Revised 2/13/2020	Revised 04/14/22	Revised 05/08/2025	
Revised 12/11/1997	Revised 10/11/2013	Revised 7/31/2020	Revised 05/05/22	Revised 11/13/2025	
Revised:04/09/2009	Revised 02/12/2015	Revised 10/8/2020	Revised 12/02/22	Revised 02/12/2026	
Revised 05/06/2010	Revised 05/07/2015	Revised 5/6/2021	Revised 10/20/23	Revised 04/09/2026	

Homeowners and Contractors

Please review the rules and regulations of the Architectural Control Committee, which have been approved by the Board of Trustees of Holiday Park Park and Recreation District and will be enforced by the Board of Trustees.

For the benefit of these rules and regulations, the Architectural Control Committee shall hereafter be referred to as ACC.

These rules were designed to maintain the integrity and esthetic value of Holiday Park which attracted you to the community.

The ACC is here to assist you and to make every effort to ensure your projects proceed painlessly and enjoyably.

Please feel free to contact the District Manager if you have any questions regarding your projects.

Any deviation from these rules must be reviewed and approved by the Board of Trustees.

Any deviation from the original application requests must be made in writing and signed by the homeowner and approved by the Board of Trustees.

Some projects will require a survey of your property or verified pin location. You will be advised if this is required by the ACC when your request for permit is first reviewed by the ACC. Generally, surveys are required when the ACC is unable to establish setback and/or property lines from plans submitted or from visual observation. In the case of new coaches, a survey is always required.

Best of luck with your project
 Holiday Park, Architectural Control Committee

**Holiday Park Park and Recreation District
Architectural Control Committee
Rules and Regulations**

- #1 **The Homeowner** is responsible for submitting an application to the ACC for improvements and all work done on the outside of the house. Permits are to be returned to the Park office upon completion. Permits will not be issued if the homeowner has any outstanding violations of the ACC Rules and Regulations which have not yet been corrected.
- #2 **The Homeowner or Contractor** is responsible for locating all property lines at time of application and supply flagged markers a minimum of two (2) feet in height at each property marker. In addition, the four corners of the home must be clearly marked and included in the survey.
- #3. No work may commence until the application has been submitted and approved by the ACC. A STOP WORK order may be issued if this requirement is violated, or if the project underway is violating ACC rules or regulations or is deviating from the ACC approved plans.
- #4 Any Contractor's signs must be placed and displayed against the front of the coach and removed upon completion of work.
- #5 When submitting an application for a new home replacement. The contractor or Homeowner must attend the ACC meeting to discuss the application and provide information needed to evaluate the application.
- #6 Air Conditioning units must be marked on the plans and placed at the most efficient location at ground level or up to no higher than the manufactured home's skirting. Frame work must be covered to match the manufactured home's skirting.
- #7 There shall be only single-story homes permitted in the park.
- #8 A plot plan, or survey if required by the ACC, drawn to scale, is required when adding a structure outside the existing footprint of the home. The plot plan must include
 - a. A detailed drawing as to the existing structure location.
 - b. The proposed addition with dimensions.
 - c. Dimension of the property, which includes property line offsets.
 - d. Verified pin locations.
- #9 A certified plotted survey is required with the application when a coach is to be replaced upon any lot.
- #10 When a dispute or disagreement occurs with an adjoining property owner regarding lot lines, the complainant must provide a certified survey.
- #11 ALL permits must be posted on the front of the coach or permit board, if possible, otherwise in the carport and must be visible from the street.

- #12 Maximum Impervious Surface Ratio - No more than eighty percent (80%) of the total lot area may be occupied by the manufactured home, carport, shed or detached structure, deck or covered porch, driveway, other concrete areas, and any other structure. All set back rules apply. This change matches the new “Unified Land Development Code” ULDC from the City of North Port (adopted on August 6, 2024, effective October 28, 2024).
- #13 No manufactured home may be placed upon any lot unless there is also affixed thereto a carport, a minimum of **sixteen (16) feet in length** by **eleven (11) feet wide** in the clear.
- No coach, or structure, may be placed or erected on any lot closer than **six (6) feet** from the property line on the sides, **ten (10) feet** from the property line at the rear, and **ten (10) feet** from the property line abutting the road. All measurements shall be from the base of the unit.
 - Front Setback: Due to the new “Unified Land Development Code” ULDC from the City of North Port (adopted on August 6, 2024, effective October 28, 2024), the new requirement is **twenty (20) feet** from the property line on the front. The City realizes that not all lots can accommodate a twenty (20) foot front setback. **The front setback will be determined by the City of North Port for Holiday Park properties.** They will determine this on a case-by-case basis. Those lots that are large enough will be required to meet the twenty (20) foot front setback. Lots that cannot meet the twenty (20) foot front setback will revert to the front setback established in 1971 of ten (10) feet.
 - All siding used for manufactured homes or other structures must be approved by the ACC.
 - Supports required for carports, or other structures, such as porches & sheds, should be constructed with aluminum, steel, or other approved material. Wood must be encased in either aluminum, vinyl siding, PVC sleeve, or painted to match the coach or painted white.
 - Only new manufactured homes will be allowed to be installed on a resident lot.
- #14 **Overhang-** Each coach may have a maximum of a twelve (12) inch overhang on the sides, front and back. This also applies to sheds.
- #15 **Existing Carports** - Roofs may be extended up to **four (4) feet** under the following conditions:
- They do not encroach on the building set back line.
 - They do not visually impair the neighboring property.
 - Extended carport roof may not have decorative screening within the extended areas.
 - The esthetic appearance must be approved by the ACC.
- #16 **Skirting** is required on all homes, and must be of decorative block, brick, or vinyl. The block or brick must have a minimum of four (4) inch spacing. The vinyl must be of white or the same color as the home with proper ventilation. All products used for the vinyl must be of a termite resistant material. The skirting on the front of the home must be enclosed and solid; planters are optional. All homes not using vinyl must use a wire mesh or hardware cloth not to exceed ½ inch in size to keep unwanted animals from under the home. All homes must have adequate ventilation, according to building code requirements. All homes and sheds using vinyl siding for skirting must have a minimum of twelve (12) inches of protection around the vinyl siding. This may consist of curbing,

flower beds, sidewalk, mulch beds or stone gardens. Holiday Park will not be responsible for any normal wear and tear caused by lawn care and upkeep.

- # 17 **The Esthetic Appearance** of any exterior change to any coach or attached structures must be adhered to and considered prior to the issuance of a permit. The esthetic appearance of the coach must be maintained with respect to all other coaches within the Park.
- #18 **Colors (painting or siding), driveways & other outside surfaces.** All outside painting must be approved by the ACC prior to job commencement. This includes, but not limited to coaches, outbuildings, sheds, driveways, trim, and decorative murals. Coaches being painted or re-sided shall conform to the esthetic value of the community. Deep colors, but not limited to purples, blues, reds, black and browns will not be approved by the ACC. Dark or deep colors may be allowed for trim. All paint samples must be submitted with the application for permit for approval by the ACC.
- #19 **Steps** to enter the coach must not exceed **eight (8) inches** in height and no less than **nine (9) inches** in depth. Special exceptions may be made for handicapped persons but must conform to State and City Codes. All handicap ramps must be approved by the ACC.
- #20 **Ramps.**
- a. Owner or contractor is responsible for obtaining all City and Park permits required.
 - b. Must be built to a set of plans submitted to, and approved by, the ACC.
 - c. Handicap ramps must be removed upon the sale of the home, unless otherwise requested by the new owner and approved by the ACC.
- #21 **Wood Decks** will be permitted under the following conditions:
- a. Decks must meet the six (6) foot property offset line and the ten (10) foot front and rear lot line requirements.
 - b. Deck and steps must be constructed of pressure treated Construction Grade Lumber or Engineered Deck Material.
 - c. Decks must meet the requirements of the City of North Port Building Code, if applicable.
- Patios** will be permitted under the following conditions:
- a. Patios must meet the six (6) foot property offset line and the ten (10) foot front and rear lot line requirements.
 - b. Patios must be constructed of concrete, patio blocks, bricks or other approvable materials. Materials chosen must be reviewed and approved by the ACC prior to commencement of work.
 - c. Patios must meet the requirements of the City of North Port Building Code, if applicable.
- #22 **Guttering and Down Spouts** must be installed on coaches and added structures. Discharge openings should be at least eight (8) inches from the ground.
- #23 **Sufficient Tie Downs** to conform with state and local codes must be attached to each coach.

- #24 **Street Address Numbers** conforming to city requirements must be attached to the front of the coach in a visible area. Numbers must be a minimum of four (4) inches high and no larger than twelve (12) inches high.
- #25 **No Garages** will be permitted on a resident lot.
- #26 **Carport and Other Privacy Screening** of lattice or vinyl planking will be permitted on the long side only under the conditions described in a. through d. below:
- a. Vinyl lattice or one (1) inch x six (6) inch vinyl planking, or privacy screening shall be a minimum of twelve (12) inches down from the carport top and twelve (12) inches up from the carport concrete.
 - b. A sketch attached to the ACC application with dimensions and location of other privacy screening along with purpose of such screening is required.
 - c. Soffit material will not be approved as carport lattice or other privacy screening.
 - d. Roll-down screening or other similar types of coverings are permitted on the long side of the carport for temporary use.
 - e. Materials must be approved by the ACC Committee.
 - f. Retractable sunscreens may be permitted at the carport entrance, provided they are used infrequently for protection from the sun, and only when the carport is occupied by residents. An example of the product to be used is required. Opaque materials are not allowed. The sunscreen must never be in pulled-down position behind a car in the carport and always maintaining 12 inches at the bottom for clearance.
- #27 **Solar Panels** must be approved by the ACC. A copy of the approved permit allowing Solar Panels on the coach secured from the city of North Port, must accompany the permit application.
- #28 **New plants, Shrubbery, Trees, and Ornamental Floras** must not be added without approval of the ACC. Plantings must not hamper the lawn mowing process.
- #29 **Lawns**
Add-on concrete driveways must not encroach on the six-foot property line. A minimum of six (6) foot lawn area must be maintained from the front property line to the line defining the front of the coach on both sides. No lawns are permitted to be covered with gravel or stone. A minimum of twenty-five (25) percent of the area between the front property line and the front of the coach must be maintained in lawn. Additional hard surfaces such as concrete or pavers must be submitted for approval by the ACC.
- #30 **Mailboxes** – ALL mailbox posts must conform in color (White) and style as approved by the Board of Trustees. No newspaper receptacles are permitted. Mailbox posts are furnished and maintained by Holiday Park.
- #31 **No Walls** or Fences are permitted, other than decorative ornamental fencing as defined below. Also refer to #36.
Decorative ornamental fencing is allowed if it meets the following parameters:
- a. It cannot exceed eighteen (18) inches from the footprint of the home and may not exceed twenty-five (25) linear feet in length.
 - b. It must be open on each end.
 - c. The maximum height is not to exceed thirty-six (36) inches.

- d. Pickets or planking must be spaced a minimum of at least two (2) inches apart and not exceed four (4) inches.
- e. Only metal, vinyl or pressure treated wood may be used to construct ornamental decoration (fence).

#32 All work is to be started within 90 days of permit issuance and completed within a year. The ACC may verify that guidelines are being followed until the project is completed, and permit is returned to the Park office upon completion of the project.

#33 **Storage Areas, Sheds**

A. Outside the existing footprint of the Home.

1. The existing footprint of the home is defined as the outline of the home at the time the permit is requested from the ACC, and includes only those parts of the structure under one roof, plus carport.
2. Only two (2) detached sheds with a maximum size (each) of 192 sq. ft. not to exceed the height of the existing home will be permitted outside the footprint of the home. These sheds cannot be attached together to make one larger shed. No plastic, resin or Rubbermaid sheds are permitted.
3. Structures, such as sheds, must be a minimum of six (6) inches away from the home, must be placed on the side or at the rear of the home, must follow all set back requirements, and must not be structurally attached to the home. Consideration must be given to access for painting, mold removal, cleaning, etc.
4. The space created between the shed and house may not be used for storage. The homeowner is responsible for keeping this area clean of debris, leaves, trash, etc.
5. Storage areas and sheds are to be constructed to conform in appearance with the original structure. Shed color must be white or the same color as the coach.
6. Storage areas and sheds must be built to a set of plans submitted to, and approved by, the ACC.
7. A survey may be required. Any items being added to the property must be shown on the survey, or plot plan drawn to scale, so that location and dimensions are reflected accurately.
8. Must be in compliance with ACC Rules and Regulations #8, #10.
9. Owner or contractor is responsible for obtaining all City and Park permits required.
10. Skirting is required in accordance with rule #16.

B. Inside the existing footprint of the Home

1. The existing footprint of the home is defined as the outline of the home at the time the permit is requested from the ACC, and includes only those parts of the structure under one roof, plus carport.
2. Storage areas and sheds must be built to a set of plans submitted to, and approved by, the ACC.
3. Shall be in compliance with ACC Rules and Regulations #10 and #16.
4. Owner or contractor is responsible for obtaining all necessary City and/or Park permit required.

- #34 **Room Additions, Decks, Add-on-Structures, and other modifications.**
- A. Outside the existing footprint of the Home.**
1. The existing footprint of the home is defined as the outline of the home at the time the permit is requested from the ACC, and includes only those parts of the structure under one roof, plus carport.
 2. To be constructed to conform in appearance with the original structure and of same color as the coach. Ramps may be an exception to this requirement.
 3. Be built to a set of plans submitted to, and approved by, the ACC.
 4. Owner or contractor is responsible for obtaining all necessary City and/or Park permits required.
 5. Survey may be required. Any items being added to property must be shown on survey, or plot plan drawn to scale, so that location and dimensions are reflected accurately.
 6. Skirting is required in accordance with rule number 16.
- B. Inside the existing footprint of the Home.**
1. The existing footprint of the home is defined as the outline of the home at the time the permit is requested from the ACC, and includes only those parts of the structure under one roof, plus carport.
 2. To be constructed to conform in appearance with the original structure and of same color as the coach. Ramps may be an exception to this requirement.
 3. To be built to a set of plans submitted to, and approved by, the ACC.
 4. Must be in compliance with ACC Rules and Regulations #8 and #10.
 5. Owner or contractor responsible for obtaining all City and/or Park permits required.
 6. Skirting is required in accordance with rule #16.
- #35 **Antennas** No outside individual antenna, earth station, satellite dish, etc., may be placed upon any lot or affixed in any manner to any structure thereon without written consent of the ACC. All satellite or earth stations must be located to the rear of the property if signal can be obtained. Satellite or earth station may not exceed one (1) meter in diameter. Maximum height of antenna not to extend more than twelve (12) feet above the roofline. Satellite dish not to extend more than four (4) feet above the roofline. Exceptions may be made for amateur radio, but require ACC approval prior to installation.
- #36 **Utility Screening for Propane Tanks, Air Conditioners, and Garbage Cans**
Materials permitted are plantings, lattice or vinyl panels with a maximum height of sixty (60) inches and width of sixty (60) inches. A maximum of two sides adjacent to building will be allowed with an open side for access and/or maintenance. Color is to match the coach, or white. Any deviation from rule 36 must be approved by the ACC.
- #37 **New Coach Placement**
All rules and regulations of the ACC, and Holiday Park Deed Restrictions, apply. A survey is required for an ACC permit to be issued. Also, landscape plans are to be included with the initial application and must follow existing ACC Rules & Regulations.
- The builder or a representative from the company, and the homeowner, must attend the ACC Meeting upon presentation of an application for new home placement. A signature of all homeowners, and the company, shall be required on the application showing

understanding of applicable rules and regulations of Holiday Park Park and Recreation District.

- #38 All coaches must have active electric, water, and sewer service, although such utilities may be suspended, but not disconnected, during periods when coach is unoccupied.
- #39 A coach damaged by fire, hurricane, tornadoes, storm or flood damage must be repaired and habitable within three months from the date of damage. Roof damage requiring tarps caused by storm or other factors must be repaired within three months of damage.
- #40 A condemned coach must be brought up to Holiday Park ACC, city, and county/state guidelines within four months of condemnation. If unable to meet guidelines, condemned coach must be demolished and lot cleared within three months of condemnation.
- #41 **Windows and Doors**
The addition of exterior windows or doors, or replacement of existing exterior windows or doors, requires an ACC permit. Submittal of a permit request must include existing window or door dimensions as well as the dimensions regarding proposed window or door sizes and location.
- #42 Here is a list of permit items that can be approved by the Architectural Control Committee (ACC) Chairperson (**ACC By-Laws: Article VIII**). The ACC Application after being reviewed by the ACC Chairperson can be approved outside the normally scheduled Architectural Control Committee meetings.
1. Air Conditioners – installation of new AC units.
 2. Antennas - unless amateur radio antenna which must be reviewed at an ACC mtg.
 3. Gutters and Down Spouts – repair or replacement of existing
 4. Hurricane Damage – repair to original manufactured home to pre-hurricane condition.
 5. Hurricane Shutters – new, repair, or replacement for existing windows
 6. Landscaping – replacement of originally approved landscaping and adding landscaping pavers
 7. Windows & Screening – new, repair, or replacement of windows of same dimension and carport screening
 8. Painting – same color: manufactured home, trim, and/or doors
 9. Roofs – new, repair, replacement of same type of roof
 10. Utility Replacement (including gas) if done by licensed contractor in same place
 11. Vinyl Siding – new, repair, or replacement of same color
 12. Vapor Barrier – new, repair, or replacement
 13. Tie Downs – additional or replacement
 14. Wheel Chair Ramps – additional or replacement
- #43 The ACC Chairperson and/or DISTRICT MANAGER SHALL HAVE THE AUTHORITY TO PLACE A STOP ORDER ON ANY PROJECT IN VIOLATION OF THE ACC GUIDELINES. Any disregard of a STOP WORK ORDER issued to a resident will be subject to an ACC Fine recommendation to the Board of Trustees for review and possible fine.

#44 Homeowners applying for an ACC permit for a propane system and/or on-demand generator must present the required city permit(s) with their ACC application. Per Florida Law, all work must be performed by a contractor licensed in the State of Florida.