



**Permit Checklist**  
**Manufactured Homes**

The ACC will not consider your application unless ALL items below are completed and included in your application. Please read and complete all items in the package. Be sure that the completed application package is received by the TCPPOA Office at least 48 hours prior to the ACC meeting held every 1<sup>st</sup> & 3<sup>rd</sup> Wednesday.

**Floodplain Determination Letter of Exemption issued by Jackson County**

- Completed, signed Construction Permit Application form
- Plat showing property lines, easements, improvements, and the location of the proposed manufactured home
- Materials; specifications and details for underpinning
- Development Permit issued by Jackson County (if applicable)
- OSSF Permit issued by Jackson County (if applicable)
- Permit Fee \$125.00

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Signature

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Date

# Manufactured Home Requirements

Please read, sign, and attach to the Construction Permit Application

No materials to be used in construction thereof shall be allowed to remain on a lot for more than 30 days prior to construction or after completion of construction, nor construction started until the permit application has been approved. I agree that if any construction is begun without a valid permit having been issued and conspicuously displayed on the property, non-compliance fees will be assessed and the matter may be turned over to the TCPPOA attorney for legal remedy and that I will be liable for attorney fees, court costs, and other applicable fees. I hereby grant reasonable access to my property by members of the ACC to determine compliance and progress until such time as the project is completed.

A manufactured home, as defined by the United States Code under 42 U.S.C.A 5402, is a structure, transportable in one or more sections, which, in the travelling mode, is eight body feet or more in width and forty body feet or more in length, or, when erected on site, is three hundred twenty or more square feet, and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities, and includes the plumbing, heating, air-conditioning, and electrical systems contained therein.

The terms “manufactured” and “mobile” may be used interchangeably.

Manufactured homes are allowed in Tri-County Point Property Owners Association **ONLY** in [Section 1 Block B Lots 15 Through 22](#); [Section 2 Block A Lots 30 through 52](#); [Section 3 Lots 240 through 288 & Lots 302 through 378](#). TCPPOA requires a minimum of 600 square feet of living space for any home. An approved sewage disposal system (when applicable) and driveway and culvert must be installed before the structure is delivered.

Applications for the installation of a manufactured home must include the following:

- a. Title or bill of sale, before or after permit approval.
- b. Manufacturer's documentation showing model year, serial number, and construction date within the past five years.
- c. Floor plan showing at least 600 square feet of living space.
- d. Photographs showing an attractive exterior design and appearance.
- e. Manufacturer's certification for a minimum of Wind Zone 2 for the home.
- f. Manufacturer's certification for a minimum of Wind Zone 2 for the tie down footing structure.
- g. Details of underpinning (skirting) materials to enclose structure to grade level.
- h. Approved OSSF issued by Jackson County. (If applicable)
- i. Floodplain Development Determination letter issued by Jackson County.
- j. Development permit issued by Jackson County. (If applicable)



# CONSTRUCTION PERMIT APPLICATION

Tri-County Point POA  
14 County Road 480  
Palacios, Texas 77465

Phone: 361-972-3998 Email: [ARC@tricountypoa.com](mailto:ARC@tricountypoa.com)

To be completed by the property owner or designee. Completed Construction Permit Application packages must be submitted at the TCPPOA Office no less than 48 hours prior to the ACC meeting at which they will be considered. Meeting will be held every 1<sup>st</sup> & 3<sup>rd</sup> Wednesdays of each month.

**Applications WILL NOT be reviewed without a Jackson County Flood Plain Determination. Failure to provide one will delay any possible approvals.**

## Check All That Apply

New Home Build \$125.00     Manufactured Home \$125.00     Storage Building \$125.00     RV \$125.00   
Carport/RV Cover/Awnings \$125.00     Variance \$75.00     Improvement/Addition \$50.00     Fence \$25.00   
Culvert \$50.00     Permit Extension \$25.00

Property Owner(s) \_\_\_\_\_

Sec # \_\_\_\_\_ Lot(s) # \_\_\_\_\_

9-1-1 Address: \_\_\_\_\_

(Contact Golden Crescent Regional Planning Commission, 911 Department at 877- 917-3911 or 361-578-1587 to obtain your 911 address. The ACC will not review your permit application without this information.)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Check box if you wish to opt in for text communication

Email address: \_\_\_\_\_

Proposed Construction: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe the improvements to be made and attach detailed plans and specifications, a plat plan & a list of materials, including samples of paint, siding and/or brick color. If more room required, attach a separate page.

New home or addition square footage: \_\_\_\_\_ Approx. start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

RV, Travel Trailer, Motorhome detailed description:

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

Do not forget to include photos of all four sides of unit

As a Member of the Association in good standing and current on all dues, fees, and obligations, I hereby apply for a Construction Permit from the Tri-County Point POA Architectural Control Committee. I hereby state that I have read and am familiar with the Deed Restrictions of the subdivision and agree to abide by all requirements as set forth in the Restrictions, Conditions and Covenants of Tri-County Point POA and the requirements and policies promulgated by the TCPPOA Architectural Controls Committee.

I understand that I am responsible for any construction debris, and I have informed my contractor he is to keep such debris, and any of his equipment, off any property not owned by me. I understand that I am responsible for damages to the property of others or to TCPPOA property or ditches and rights-of-way caused by my contractor. A suitable trash receptacle and sanitary station are required to be on all construction sites.

If I do not abide by the Deed Restrictions, and if corrective action is not taken when requested, I understand and agree that I will be assessed non-compliance fees for each infraction and will be responsible for all attorney fees, court costs, and other damages and expenses incurred by TCPPOA that may be necessary to enforce compliance; & may be subject to this permit being revoked & all work halted until violation is corrected & resubmitted to the ACC for approval.

The Architectural Control Committee reserves the right to approve or disapprove the following, per the Deed Restrictions.

Article 2.1 subsections (a & b)

Article 2.2. subsections (a-f) for new home construction

Article 2.3 subsections (a-f) mobile homes

Article 2.4 subsections (k) culvert requirements prior to lot use, (m) detached building requirements

I understand that I am responsible for all required permits from County, State, or Federal agencies and I agree to furnish copies of these permits to the TCPPOA Office.

In the event that I cover my culvert or water line, I understand that I am solely responsible for all replacement and repairs should it become necessary for TCPPOA to remove the covering and that they are not responsible for any damages to culverts or grounds. I am responsible for all costs incurred.

**All Construction Permit Fees Must be Attached**

**CONSTRUCTION MUST BE COMPLETED WITHIN 180 DAYS OF APPROVED START DATE**

I agree that if any construction is begun without an approved permit having been issued and placed conspicuously on the property, non-compliance fees will be assessed, and the matter may be turned over to the CCPOA attorney for legal remedy and that I am fully liable for all attorney fees, court costs, and any other applicable fees. I hereby grant reasonable access to my property by members of the Architectural Control Committee for progress assessment until the project is completed. Construction must be completed as approved. Any changes in the approved application must be submitted for approval prior to construction.

\_\_\_\_\_

\_\_\_\_\_

Signature of Property Owner(s)

Date

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**This section to be completed by members of the Architectural Controls Committee**

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

ACC \_\_\_\_\_ Approved \_\_\_ Denied \_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The TCPPOA Architectural Controls Committee is responsible only for ascertaining that our building restrictions are met. We make no warranty (implied or otherwise) concerning structural or design strengths.

**Back of Lot**

Outline of Lot



**Side of Lot**



**Side of Lot**



**Front of Lot**

