

## **INSTRUCTIONS FOR APPLYING FOR R.B.P.O.A. LOT CLEARING PERMIT**

**ANY CLEARING OF A PROPERTY WITHOUT A RBPOA LOT CLEARING PERMIT AND PROOF OF A D.E.P.P. PERMIT WILL BE REPORTED TO THE D.E.P.P.**

### **NO BURNING OF ANY KIND PERMITTED**

Before starting ANY site work on a property located within the jurisdiction of Rainbow Bay Property Owners Association (R.B.P.O.A.) (including but not limited to: Land clearing, new construction, additions of 600 sqft or more, renovations, garages, carports, decks, driveways, storage sheds, water lines, fences, etc.) a **PROPERTY OWNER** will ensure they are in compliance with all applicable requirements set forth by the Board of Directors currently in place at the time of Application. **THIS INCLUDES BEING IN POSSESSION OF AN APPROVED D.E.P.P. PERMIT.**

### **R.B.P.O.A. Lot Clearing Application Process**

#### **1. APPLICATION PREPARATION**

This step-by-step explanation of the application process and all associated documentation required with directions for completing the forms are found in this handout. Handout to be downloaded from the R.B.P.O.A. website at [rainbowbay.org](http://rainbowbay.org) and should be referred to when completing the process to apply for RBPOA approval for a property owners project.

**APPLICATIONS WILL NOT BE ACCEPTED FROM ANY OTHER PERSONS, OTHER THAN PROPERTY OWNER.**

**ALL CORRESPONDENCE, QUESTIONS, AND REQUESTS FOR INFORMATION ARE TO BE DIRECTED TO [BUILDING@RAINBOWBAY.ORG](mailto:BUILDING@RAINBOWBAY.ORG). NO VERBAL COMMUNICATION WILL BE BINDING.**

A property owner is required to follow these guidelines to ensure all required information is included to ensure application is not denied by the board.

#### **2. PRELIMINARY PREPARATION, LOT CLEARING PERMIT**

Complete these steps before submitting a Lot Clearing application.

- Apply and obtain an approved Environmental Permit from D.E.P.P. for submittal with an application. Details can be found on the [rainbowbay.org](http://rainbowbay.org) website.
- Review all R.B.P.O.A. Covenants and By-Laws, sign a R.B.P.O.A Disclosure to Owners Form and include with application submittal.
- Familiarize yourself with Bahamian Laws regarding clearing of property.
- Have a copy of a stamped and registered conveyance showing lot description and current owner(s) to submit with application.
- Ensure property owners follow all R.B.P.O.A. restrictions.
- All dues and assessments are paid.

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## PRELIMINARY PREPARATION, LOT CLEARING PERMIT, CONTINUED

- Personally inspect property to ensure boundary pins are in place by an Accredited Surveyor and are in good condition. Obtain a boundary survey (and topographic survey if required) completed by an Accredited Bahamian Surveyor and have a copy ready to submit with application package. Survey must show original boundary pins and be less than 5 years old.
- Rainbow Bay was surveyed when first divided and all lots have boundary pins in place. Since that was over 50 years ago, they can be difficult to find. It is now a governmental requirement that lots be surveyed when bought and sold. RBPOA Board of Directors recognizes the original pins and will only use these when determining lot size and setbacks, **PLEASE ENSURE YOUR SURVEYOR FINDS AND MARKS THESE ORIGINAL PINS AND DOES NOT JUST PLACE THEIR OWN.**
- You are only allowed to disturb property within the original boundary pins
- Section, Block, and Lot identifier will be posted on Property and visible from the road.
- NO BURNING OF ANY KIND IS PERMITTED

**NOTE R.B.P.O.A. DOES NOT RECOMMEND CONTRACTORS, SURVEYORS, OR WORKERS OF ANY KIND. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ENSURE THE PERSONS THEY HIRE ARE IN COMPLIANCE WITH ALL APPLICABLE LICENSING AND GOVERNMENTAL REGULATIONS THAT ARE APPLICABLE TO THE WORK TO BE DONE.**

### 3. APPLICATION SUBMITTAL

- Download in entirety the application form from the website, complete the appropriate sections **completely** and ensure all information required is included and **legible**. An application that is filled out with information that cannot be easily read or is unclear will be rejected. Take your time and print all information clearly.
- 2 completed applications and 2 copies of required attachments will be dropped into the drop box outside of the Board Office. If you choose to deliver by post you must provide a prepaid return.
- Under no circumstance will an application package be hand delivered to the office. All application packages are to be placed in drop box or delivered by post.

**Bahamas mailing address:**

Rainbow Bay Property Owners Association Ltd.  
ATTN: Building Control Board  
PO Box EL-25145  
Governors Harbor  
Eleuthera, Bahamas

- The application package will be reviewed and checked to determine if complete.
- You will be notified within 21 days by an email from [building@rainbowbay.org](mailto:building@rainbowbay.org) if your application has been accepted or rejected.

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## APPLICATION SUBMITTAL, CONTINUED

- IF ACCEPTED you will be notified your application package will be considered for approval at next regularly scheduled Board meeting.
- IF REJECTED you will be notified of the reasons and instructed to call Board Office to schedule an appointment to pick up your application package within 90 days.
- If your application has been rejected, you are required to pick up your application package and are welcome to resubmit a correct application package. **UNDER NO CIRCUMSTANCES WILL THE BOARD OFFICE HOLD YOUR PACKAGE WHILE YOU GATHER THE CORRECT INFORMATION FOR SUBMITTAL. TAKE YOUR TIME AND GET IT RIGHT THE FIRST TIME TO ENSURE THE PACKAGE IS CORRECT.**

## 4. APPLICATION APPROVAL

- The Board will review for completeness and approve the application package, sign, and stamp Lot Clearing Permit at a regularly scheduled Board Meeting.
- The board will retain one complete set of Lot Clearing Permit package and log the date and time of conditional approval in the Log of Lot Clearing Permit Applications.
- Property owners will be notified via email of approval and provide instructions on submitting appropriate fees.
- Once the appropriate fees have been received, the property owner will be issued a receipt and owner must call the Board Office to schedule an appointment to pick up approved permit during regularly scheduled business hours.
- Property owners will receive one set of stamped application package.

## 5. FEE SCHEDULE

- Lot Clearing Permit Fee: \$100.00 billed upon approval of Application.

**ALL FEES MUST BE PAID WITHIN 90 DAYS OF BILLING OR APPROVAL IS NO LONGER VALID**

## 6. GENERAL NOTES

- All correspondence to be conducted by email between property owner and [building@rainbowbay.org](mailto:building@rainbowbay.org).
- **NO VERBAL EXCHANGE OF INFORMATION IS BINDING.**
- Permit expires 18 months from date of final approval and can be renewed at no charge before expiration. If permit expires a new application package must be submitted.
- Once Board notified by accounting that fees are paid property owner will be notified via email the approved package can be picked up at the board office.

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