

R.B.P.O.A. APPLICATION FOR NEW HOME CONSTRUCTION OR ADDITIONS

PROPERTY OWNER SECTION

Date: _____ Property Owner Name(s) _____

Lot _____ Block _____ Section _____ Zoning Type _____

Street Name: _____ Email: _____

Mailing Address: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Description of work to be done: _____

Type of Building: _____ Use: _____

Exterior Building Materials: _____ Square Footage: _____

CONTRACTOR SECTION

Contractor Name: _____ Cell: _____

Email: _____ License: _____

Insurance Information: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

I certify that the work done on this lot will fully comply with all R.B.P.O.A. restrictions, conditions, and regulations, of which I have reviewed, and I am aware of. I further agree that I am responsible to repair or cause to be repaired, in a timely manner any damage done to R.B.P.O.A. roads, signs, water lines, etc. If repairs are not completed in a timely manner or to the Board's satisfaction, I agree to be responsible for the costs of repairs incurred by Board to make such repairs.

Property Owner Signature(s) _____

Property Owner Printed Name(s): _____

Contractor Signature: _____

Contractor Printed Name: _____

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BOARD OFFICE SECTION

When received, Office Manager to review the application package and determine its completeness, ensuring all required attachments are included and ready to submit to Board of Directors for approval or denial. The following checklist is to be completed by the Office Manager when received, or at their earliest convenience, and the property owner will be notified via email of approval or denial for completeness within 21 days of receipt of application package.

Once the application package is determined to be complete, the Office Manager will assign a R.B.P.O.A. Control Number and log submittal into the board's Log of Building Permit Applications. This Control Number will be included in the email sent to the property owner and all future correspondence will include this Control Number in the subject line.

R.B.P.O.A. Control Number is a unique number assigned to the application package and consists of the year and lot description of the application package. It is used throughout the duration of the permit. For example, a Control Number of "24-16-42-B", where "24" is the year of application for Lot 16, Block 42, Section B.

CHECKLIST FOR COMPLETENESS OF APPLICATION PACKAGE

To be completed by Office Manager

APPLICATION PACKAGE

- Stamped conveyance showing lot description and current owner(s).
- Property owner currently in compliance with all R.B.P.O.A. restrictions and conditions
- Current dues and assessments up to date.
- Recent accredited boundary survey and accredited topographic survey if applicable, attached.
- Three complete original signed copies of the application.
- Three complete original signed copies of the RBPOA Disclosure.
- Three copies of an approved Environmental Permit from D.E.P.P. attached.
- Three copies of C.M.P. attached.
- Three copies of lot clearing permit attached.
- Three copies of water line permit attached, if applicable.

ARCHITECTURAL PLANS

- Three sets of full sized stamped architectural plans, by Bahamian Accredited Architect.
- Site Plan showing location of all buildings, structures, fences, cisterns, septic systems, waterlines, driveways, walkways boundary pins, property lines, all setbacks from property lines.
- Plans show square footage under roof exclusive of porches. Square footage of living space (must be equal to or exceed 600 sq ft).
- Maximum elevation of structure noted on plans (must not exceed 18'). If height noted exceeds 18' an accredited topographical survey attached showing placement of any structure not exceeding 18' of highest elevation of lot.

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BOARD CONDITIONAL APPROVAL

To be completed by Board of Directors at regularly scheduled Board meeting.

R.B.P.O.A. Control Number _____

Square footage of Living Space _____ Total Square Footage _____

Date of Board Meeting when Application Package Considered _____

Notes: _____

APPROVED DENIED

Reason for Denial:

Approving Directors (2):

NAME: _____ SIGNATURE: _____

NAME: _____ SIGNATURE: _____

Date Signed: _____

To be completed by Office Manager

Date Property Owner Notified of Conditional Approval: _____

Final Approval made upon receipt of all fees paid to the Board.

FEES COLLECTED

- Application Fee
- Impact Fee
- Lot Clearing Permit Fee
- Waterline Permit Fee, if applicable

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R.B.P.O.A. BOARD OF DIRECTORS APPROVAL AND R.B.P.O.A. PERMIT

This authorization pertains to the building plans and application as presented to the R.B.P.O.A. Board of Directors and is APPROVED as presented. Proof of approval is evidenced by the Board of Directors Stamp of Approval on all pertinent pages of this package and plans submitted.

By accepting this approved application, the property owner agrees to notify Board Office of all required notifications and allow the R.B.P.O.A. Board of Directors, or whoever they may so designate, access to property at any time throughout time this permit is valid to ensure compliance with its requirements and restrictions as set forth in the R.B.P.O.A. Restrictions and Conditions. Further, property owner acknowledges by acceptance that Board is required by law to notify Building Control Office of any conditions not meeting Bahamian Building Code or Regulations.

Property Owner to submit this page along with a stamped set of plans by the Board of Directors to Bahamian Permitting Office when applying for a building permit issued by Building Control Permitting office.

Date of final Approval: _____

R.B.P.O.A. Building Control Number: _____

Approval and Permit expires on: _____

THIS PERMIT EXPIRES IN 18 MONTHS UNLESS RENEWED BY PROPERTY OWNER

Board of Directors Stamp of Approval:

Date Stamped: _____

**R.B.P.O.A. APPLICATION FOR NEW HOME CONSTRUCTION OR ADDITIONS
LOG OF REQUIRED NOTIFICATIONS TO THE BOARD**

To be completed by Office Manager:

R.B.P.O.A. CONTROL NUMBER: _____

BAHAMIAN BUILDING PERMIT NUMBER: _____

DATE OF FINAL R.B.P.O.A. APPROVAL: _____

DATE FINAL APPROVAL EXPIRES: _____

SCHEDULED LOT CLEARING DATE: _____ COMPLETED: _____

SITE PLAN MARKERS PLACED: _____

DATE CONSTRUCTION STARTED: _____

DATE CONSTRUCTION COMPLETED: _____

DATE CERTIFICATE OF OCCOUPANCY RECEIVED: _____

To be completed by property owner at time of application submittal

I agree to provide, or cause to be provided, the R.B.P.O.A. Board of Directors with the above dates within the times specified in this Application.

Property Owner Signature: _____

Printed Name: _____

Date signed: _____

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