

## R.B.P.O.A. APPLICATION FOR LOT CLEARING PERMIT

### PER RESOLUTION R1006

APPLICATION WILL NOT BE ACCEPTED WITHOUT AN APPROVED D.E.P.P. PERMIT. ANY WORK DONE ON A PROPERTY BEFORE A D.E.P.P. PERMIT IS OBTAINED IS IN VIOLATION OF BAHAMIAN LAW.

#### 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 being done: \_\_\_\_\_

---

#### 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: \_\_\_\_\_

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

### **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 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.

### **CHECKLIST FOR COMPLETENESS OF APPLICATION PACKAGE**

To be completed by Office Manager

#### **APPLICATION PACKAGE**

- Submitted with New Home Construction Permit Application:  Yes  No  
If yes, no further documentation is required.  
If No:
- 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.

**R.B.P.O.A. APPLICATION FOR LOT CLEARING PERMIT**

BOARD CONDITIONAL APPROVAL

To be completed by Board of Directors

R.B.P.O.A. Control Number \_\_\_\_\_

Lot to be cleared in conjunction with New Home Construction:  YES  NO

Date of Board Meeting when Application Package Considered \_\_\_\_\_

Notes: \_\_\_\_\_

APPROVED       DENIED

Reason for Denial:

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

Approving Director:

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Witness:

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

- Lot Clearing Permit Fee \$100.00
- Road repair fee refundable deposit: \$500.00

## R.B.P.O.A. APPLICATION FOR LOT CLEARING PERMIT

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 LOT CLEARING PERMIT  
LOG OF REQUIRED NOTIFICATIONS TO THE BOARD**

NOT REQUIRED IF SUBMITTED WITH APPLICATION FOR NEW HOME CONSTRUCTION OR ADDITIONS

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 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: \_\_\_\_\_