



## **How to request a Development Permit for building or landscaping your TBC lot.**

1. Draw your plans including all measurements, directions and lot lines (please reference Construction Guidelines on page 3)
2. Abiding by the Rules and Regulations will expedite your request.
3. Take photos where possible, including all construction materials you plan to use.
4. Submit your development permit forms & plans:
  - By email: [tranquilitybaytrailer@gmail.com](mailto:tranquilitybaytrailer@gmail.com)
5. Once your plans have been received, they will be reviewed by the Compliance Committee and you can expect a response within 14 days.
6. Please do not begin your project until you receive approval from the park.
7. Once your project is complete, please email to request a post development permit review to be completed by the Compliance Committee.



## DEVELOPMENT PERMIT

The member applies for the proposed development on lot # \_\_\_\_\_ and agrees to conform to cooperative development rules and community standards.

- The member acknowledges receipt of a copy of the cooperative rules.
- Are you doing any excavation on your lot?
  - TBC will require members to complete a 2nd call prior to any excavation

Explanation of planned development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Diagram and measurements attached.**

Member's name : \_\_\_\_\_

Member's signature: \_\_\_\_\_

**Board of Director Approval:**

\_\_\_\_\_ (Board Executive)

\_\_\_\_\_ (Board Director)

Date of approval: \_\_\_\_\_

This permit is valid for one year from the date of approval.  
Past one year, a new application is required.



## Construction Guideline - Covered Structure Building Pocket

