



**Procedures for Mobile Home Application**  
**One Time Fee**  
**Singlewide \$200.00**  
**Doublewide \$400.00**

1. Resident or Dealer will come into office and fill out Mobile Home application form. Pay ALL fee(s) and/or violations due before form can be approved by A.C.C. Request and Approvals must comply with the Deed restrictions.
2. Property must be surveyed and a copy file in the Shadybrook office.
3. Must furnish photos with unobstructed view of front, back and both ends, NO damaged, wrecked or dilapidated homes will be permitted. Home will NOT be permitted if older than eight (8) years old. Submit with form.
4. Draw the Site plan showing the location of the mobile home on the lot, indicating the distance from property lines. Submit with form.
5. Must furnish copy of agreement to install septic System to meet Cherokee County and Texas Rules and Regulations for Septic Systems and copy permits issued. Submit with form.
6. Property Owner is RESPONSIBLE for damage to the roads and utilities. A one time fee of one hundred dollars (Singlewide \$200.00/Doublewide \$400.00) will be payable and due at time of application.
7. Property owner must furnish proof of lot ownership with this form. Dealer must have copy of Warranty Deed attached to form.
8. Show proof All Maintenance/Roads fees are current prior to approval.
9. Culvert must be installed before entry of mobile home, unless A.C.C. states culvert is not necessary in writing and attached to form.

A gasoline cost reimbursement will be given to the individual acting as an agent for ACC/Board that makes the trip for the physical inspection of all mobile homes except BRAND NEW. The cost will be determined by the Texas State travel rate for the given year. The trip will start when exiting the Shadybrook gates and will end when the persons return to the Shadybrook office. Homeowners will pay in advance for travel inspection to the Shadybrook POA office at the time application is made to bring the mobile home. For travel further than 100 miles, a meal allowance of \$20.00 will be added to the ticket.

The ACC individual has the right to refuse inspection due to distance and the pictured condition of the desired trailer.

Regardless of time traveled, FINAL inspection for Approval will be at the front gate before entry will be permitted. A copy of this form signed by an ACC member and property owner must accompany the mobile home and driver before entrance will be granted.

You must give at least (5) five days notice to the ACC or Office before home is moved. The entry gate will be opened by appointment only and ONLY during business hours. NO WEEKENDS OR HOLIDAYS!

The home cannot be occupied temporarily or permanently, until all utilities and the septic system is installed.

A copy of the Mobile home Application form will be returned to you within thirty (30) days after the on-site inspection.

**THERE WILL BE NO EXCEPTIONS!**

**SHADYBROOK ARCHITECTURAL CONTROL COMMITTEE**  
**MOBILE HOME APPLICATION**  
**ONE TIME FEE**  
**Singlewide \$200.00**  
**Doublewide \$400.00**

PROPERTY OWNER(S) NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

PHONE NO: . \_\_\_\_\_ UNIT(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

ENTRANCE/EXIT FEE OF \$200.00/\$400.00 PAID ON: \_\_\_\_\_

**MOBILE HOME DESCRIPTION**

MAKE \_\_\_\_\_ SERIAL NO: \_\_\_\_\_ YEAR \_\_\_\_\_

EXTERIOR & TRIM COLOR \_\_\_\_\_ HOMESTEAD: YES \_\_\_ NO \_\_\_

Type Skirting \_\_\_\_\_ Must be in place sixty (60) days of move in date or fine of up to \$100.00 can be assessed.

Circle one      Mobile home is: New or Used

REGARDLESS OF THE DISTANCE TRAVELED, FINAL INSPECTION FOR APPROVAL WILL BE AT THE GATE BEFORE ENTRY IS PERMITTED. A COPY OF THIS FORM SIGNED BY THE ACC MEMBER AND PROPERTY OWNER MUST ACOMPANY THE MOBIL EHOME BEFORE ENTRANCE.

APPROVED TO ENTER FRONT GATE YES \_\_\_\_\_ NO \_\_\_\_\_

I understand the following in submitting this application:

- All request and approvals must comply with Deed Restrictions.
- Must furnish photos with unobstructed view of front, back and both ends. No damaged, wrecked or dilapidated homes will be permitted. Home(s) will NOT be permitted if older than eight (8) will not be allowed. Submit photos with this form.
- A gasoline cost reimbursement will be given to the individual acting as an agent for ACC/Board that makes the trip for the physical inspection of all mobile homes except BRAND NEW. The cost will be determined by the Texas State travel rate for the given year. The trip will start when exiting the Shadybrook gates and will end when the persons return to the Shadybrook office. Homeowners will pay in advance for travel inspection to the Shadybrook POA office at the time application is made to bring the mobile home. For travel further than 100 miles, a meal allowance of \$20.00 will be added to the ticket.
- The ACC individual has the right to refuse inspection due to distance and the pictured condition of the desired trailer.
- Draw the site plan showing the location of the mobile home on lot, indicating the distance from property lines. Submit drawings with this form.
- Must furnish copy of Agreement to install Septic System to meet Cherokee Co. and Texas Rules and Regulations for septic Systems, and a copy of permits issued. Submit with this form.
- Property Owner is responsible for damage to roads and utilities. A onetime fee of Singlewide \$200.00/Doublewide \$400.00 will be payable to Shadybrook POA and due at time of application.
- Property owner must furnish proof of ownership with this form and show proof ALL FEES are current prior to approval. Dealer must have copy of Warranty Deed attached to this form.
- Culvert must be installed before entry of mobile home, UNLESS ACC states culvert is not required in writing on this form. Culvert required YES \_\_\_\_\_ NO \_\_\_\_\_.
- You must give at least five (5) days' notice to the ACC before home is moved in. The entry gate will be opened by Appointment only and NO Weekends or Holidays. No Exceptions.
- The home cannot be occupied temporarily or permanently, until all utilities and the septic system is installed.

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Date

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Date Approved

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Property Owner Signature

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Architectural Director Signature

Notice: A copy of this form will be returned to you within thirty (30) days after the on-site inspection. State law requires an inspection on existing Septic systems, prior to installation on the system. (For further information, see sheet on septic rules and regulations.)

On-Site Inspection Approved\_\_\_\_

On-Site Inspection NOT Approved\_\_\_\_