Welcome to Hot Springs Village!

Our Permitting and Inspections office is pleased to assist in your new construction project. They may be reached by email at bpate@hsvpoa.org or by phone 501-922-5562.

Hot Spring Village’s Architectural Control Committee (ACC) oversees zoning policies for the community. Under the policy (Declaration, Article XI) approval of new structures and/or structure additions are required by the ACC. We thank you in advance for helping to keep Hot Springs Village beautiful. Notes: All applications are reviewed on a case by case basis and are valid for a twelve (12) month period. Types of homes not allowed are log homes on golf course lots, and/or artificial log siding, mobile or manufactured homes. The ACC has the option to require additional items from the contractor with the approval of the General Manager.

Below is the new construction permitting document checklist. Please submit all items via email to acc@hsvpoa.org by 12:00 P.M. on the Wednesday five days prior to the 1st and 3rd Thursdays of each month for approval. If all documents are in order and monies are paid, permits will be issued on that same day.

New Home Construction Checklist:

1. Signed Building Permit Application (pg 7 & 8) and Fee Forms (pg 6) along with payment
2. Copy of recorded Warranty Deed (volume & page number stamped on it) or a copy of recorded conveyance reflecting ownership of property.
3. Copy of Workman’s Compensation Policy (Binder or Certificate – listing P.O.A. as a certified holder).
4. Copy of Builder’s Risk Policy (Binder or Certificate); must contain owner’s name, contractor’s name, Lot, Block, and Subdivision.
5. Signed and notarized Indemnity Agreement or Performance Bond (pg 9 & 10)
6. Financial statement prepared by financial institution and/or bank letter (must contain dollar amount matching builder’s risk) and/or a signed Dedication Statement
7. Two (2) Plot Plans
8. Two (2) sets of House Construction Drawings
9. Specification List (listing materials used)
10. House color & shingle color
11. Land Surveyor’s Certification (within last 90 days)
12. Signed Construction Advisory Statement (pg 11)
13. Signed Fire Policy (pg 12)
14. HVAC/R load calculation and specification sheet
15. Proof of current Contractor’s License (or notarized statement from owner building their own home)
16. Signed Mailbox Regulation Form (pg 13)
17. Landscaping Plan (needed prior to the final inspection)
18. Property Value and House Value (Builder’s Risk Amount)
NOTE: Typed in signatures on this application will not be considered legal. All information may be typed in, but the signature must be hand-written.

We hope the following notifications and information assist with your new construction project, please review each carefully:

**Addresses**: The Arkansas Fire Prevention Code requires all residential homes and commercial buildings to have visible street address number(s) posted on the house or building.

**Change of Contractor**: To change contractors, please submit a letter from both the owner & contractor advising that they no longer wish to have the current contractor on the job.

**Incomplete Applications**: If the permit application is not complete, it will be stamped “incomplete” and must be approved by the Manager of Permitting and Inspections prior to submitting to the ACC. The Department is pleased to assist you during the application process to avoid incomplete status.

**Drainage**: Please contact the Property Owners’ Association with any questions and/or complaints on drainage and water problems. Each is considered an individual problem, i.e., one which exists between property owners or between owners and contractors.

**Erosion**: The Arkansas Department of Environmental Quality requires all contractors to use an approved method of erosion control on all lots. A landscaping application and approved plan must be submitted for all new homes prior to the final inspection.

**Flood Plain Certification**: Please include a Garland or Saline County flood plain exemption or certificate per new home application.

**Garland County Storm Water Act**: Homes built in Garland County must provide a Garland County Storm Water Permit. (POA/ACC is not responsible for this permit).

**Electrical**: All electrical work must be in accordance with the current National Electrical Code. To help insure accordance, our Permitting & Inspections Department has restricted wire size to a minimum of 12 gauge.

**Variances**: For structures (house, deck, etc.) – Upon ACC request, a 30-day notice will be required from all property owners within a 150-feet radius of the project before the ACC will give approval or denial.

**Preliminary Review**: HOMES OVER 4,000 SQ. FEET OF CONDITIONED SPACE
Builders of proposed homes with conditioned spaces of 4,000 sq. feet or larger are requested to submit a preliminary plan for review and comment by the ACC prior to submitting a permit application. Issues relating to the proposed structure, its’ location on the lot and its’ impact, if any, on the adjacent homes, can be reviewed.

1-17-02 ACC Adopted, B.O.D. 11-14-12

**Electrical Panel Location**

Please review the following specifications for external electrical panel location and wiring requirements from the panel to the 1000-gallon tank/grinder tank.

A. There shall be a minimum of $\frac{1}{2}$” thick plywood board or wafer board (four by eight) installed as support for the exterior sewer tank electrical panel for houses covered with siding. Brick or stone exterior houses do not need a plywood support.
B. There will be a minimum of three feet of electrical conductor on the exterior of the building for the above panel. The height of the electrical conductor on the exterior shall be a minimum of four feet and a maximum of five feet from grade level.

C. There will be a minimum of thirteen inches clearance on the left side of the pump conductor wire.

D. All conductors going through building foundation blocks or cement walls will be sleeved with a one inch PVC conduit or ½” CARFLEX.

E. When cement is poured for sidewalks, patios, etc... between the tank and the exterior electrical panel, it will be the contractor's responsibility to see that conduit is installed. One-half inch PVC conduit will run from the panel to under concrete. The three quarter and one inch PVC conduit will run from the tank, under the concrete and to the panel. Half-inch PVC conduit is available from the electrical department at the POA office on DeSoto Boulevard.

F. Maintain 3’0” clearance from panel front A/C unit.

G. One-half inch and one inch PVC conduit will be used for grinders and one-half inch and three quarter inch PVC conduit will be used for the one thousand gallon tank.

H. Any questions regarding this directive should be directed to Permitting and Inspections Department Office, POA Administration Building on DeSoto Boulevard, phone 922-5562.

I. A new home will not pass final inspection if any of the above specifications are not followed so the Building Inspectors will appreciate the full cooperation of all general and electrical contractors in this matter.

**Plot Plans:** Plot plans must reflect all permanent structures and permanent fixtures. Revised plot plans should not reflect any type of permanent structures located within the side lot utility easements or within the front and back setbacks. All plot plans will require 3 set stakes to identify the proposed building location on the plot plan. Each set stake must be measured from a different property line, i.e., left, right, front, and/or rear and locate 3 different corners of the building.

The following shall be on all Plot Plans submitted:

A. House location within the lot (see sample).
B. Location of A/C pad, patio, sidewalks, any concrete at grade level.
C. Building setback and easement lines in accordance with the record plat (see sample).
D. Minimum of two topographic contour lines (taken from the record plat). Lake lots must include certified field survey of high water mark on lake front lots with a minimum of four (4) points to establish high water mark.
E. Status of adjacent lots (vacant or with structure and show the location of the structure).
F. Drainage easements and direction of flow must be shown and identified.
G. Encroachments (Surveyor’s Certification must state whether or not there are encroachments).
H. Corner pins and three (3) set stakes shown with location dimensioned and measured from different property lines (left, right, front and/or rear) and locate three (3) different corners of the building.
I. Minimum 12” culvert required under driveway must be approved by Public Works.
J. Landscaping application and approved plan must be submitted for all new homes prior to final inspection.
K. Each plot plan must show flood plain exemption or certificate number.
L. Gravel driveways are not allowed. Asphalt or concrete driveways must be installed prior to final inspection.

**House Construction Drawings:** Two (2) sets - the entire structure must meet the requirements of the Arkansas Fire Prevention Code Volume III. Items such as handrails must be shown on decks and all stairways. Each drawing must contain a Title Block showing the date and draftsman’s name. Decks, stairs, driveways, garage, or carport must be shown.

A. Foundation Plan must show and identify all columns, piers, deck supports, etc. with a dashed line showing the outline of the footing for each. This includes crawl space.
Also, show dimensions of spacing for each. Use a dashed line to outline all footings on your foundation Plan.

B. Floor Plan – Scale ¼” = 1’ – 0” – rooms and plumbing fixtures must be shown (identified); must have overall dimensions.

C. Elevations – showing front, rear, left and right sides.

D. All revisions to drawings must be dated, reprinted and resubmitted.

E. Penciled or inked revisions to prints will not be acceptable.

Workmen’s Comp: Workman’s Comp. Insurance is required for all new construction permits.

Inspections: All inspections conducted by the Permitting & Inspections Office will be in accordance with the current Arkansas Fire Prevention Code Volume III.

HVAC/R: Load calculation and specification sheet for the A/C unit must be submitted just prior to the framing inspection. If these items are not submitted, the framing inspection will not be conducted.

Construction Work Site Procedure:

I. PURPOSE
1. To establish control and disposal of litter and debris on work sites within the confines of Hot Springs Village.
2. To preclude the excess build up of litter that may be blown to the surrounding properties.
3. To maintain a reasonable level of aesthetics on and around the building site.
4. This procedure applies to landscaping projects (see Landscaping Procedure).

II. AUTHORITY
1. Item 24 of the Hot Springs Village Protective Covenants and Art. XII, P.O.A. Declaration and Protective Covenants.

III. RESTRICTIONS AND REGULATIONS
1. A portable toilet will be required on each construction site. Adjacent construction sites may share a portable toilet if it is properly maintained.
2. All work sites will have at a minimum at least one open 50 gallon barrel for discarding small items of litter. Items such as cans, bottles, candy wrappers, food cartons, Styrofoam cups, and other such items will be placed in containers provided at each site. Containers will be disposed of prior to the container being filled. Overflowing containers are not acceptable.
3. Construction waste materials will be contained on the site. These materials must be either disposed of every week or contained in an enclosure screened from view until removal. Walled trailers are acceptable and may be kept on the site for this debris provided the debris is screened from view. Cut trees, logs, branches, and brush must be disposed of as soon as possible, and in all cases, must be removed within two weeks of cutting.
4. All building material, construction debris, construction equipment and waste items including excess concrete will be kept on the building site. None of these items can be placed on adjacent lots or common property.
5. The flow of water will be maintained in all ditches. Storm drainage pipe will remain free of construction debris. Contractor will not dump excess concrete. Flushing of the empty concrete trucks will be done on the construction site. Partial loads shall be returned to the mixing plant.
6. Contractors will make every effort to keep street surface clean during construction. Soil will not be allowed to accumulate to a point where it causes problems for passing motorists. The contractor will clean the pavement surface, as necessary, to avoid this problem.
7. Contractors will maintain any erosion control on all construction sites.
8. Site inspections for litter will be a requisite for regularly scheduled inspections conducted by the Permitting and Inspections (P & I) Department. In the case job sites are found to be unsightly, the contractor will first receive a verbal notice to clean up the site within two days. If the site remains unsightly, the contractor will receive written notification. No further
inspections will be conducted and the job will be red tagged until the site is acceptable. Failure to comply will result in the Property Owners Association cleaning up the area in accordance with Article XII of the Declaration and billing the contractor for the work. No further building permits will be issued to any contractor that fails to pay the billed amount.

9. Construction activities will only be conducted from 7:00 am to 5:00 pm for the period September 16 – May 14; and from 6:00 am to 6:00 pm for the period May 15 – September 15; except for emergency situations requiring immediate action.

IV. ENFORCEMENT
1. The Hot Springs Village Property Owners’ Association and the Architectural Control Committee will be the enforcing agency.

Disclaimer: No warranty is made or implied to any individual property owner that the actions of the ACC in the approval process to obtain an HSV Building Permit is intended as a tacit approval of the quality, safety, desirability or suitability of such design or construction.

Sample Plot Plan:
New Home Fee Form

Permit Fee - **$200.00** for the first 1000 heated square feet plus $0.30 for each additional heated square foot:

$ 

HVACR Fee **$40.00** per unit:

$ 

Sub Total: 

$ 

Utility connection Fees:

$1,500.00 Public Works Fee  
$420.00 Water  
$470.00 Sewer  
$630.00 Electrical (Garland & Saline County)  
$50.00 Water Meter Deposit (Refund at final billing)  
$4,000.00 Tank (Based on current installation cost)  
$7,070.00 Total Fees

Total: 

$ 

Make checks payable to HSV P.O.A.

This permit is valid for one year from date of issuance. Houses that exceed the designated one year timeline will be charged a re-filing fee of $400.00. Three month extensions may be purchased for $200.00, due at the time the application is submitted.

A final invoice for additional charges owed or a check for a refund will be **made payable to:**

(Add the refund or bill recipient - contractor or owner name on the line below)

___________________ for the actual cost of the holding tank.

Applicants should fully understand that depending upon the lot, building location, and other physical conditions, the actual costs of the holding tank may be considerably more than the estimated costs.

________________________________________

Owner's Signature   Date

**Administration Fines:** Fines will be imposed by the Hot Springs Village Community Association for failure to obtain the proper permit (prior to any work being performed) of $150.00 for any single incident infraction with a $25.00 per day fine for ongoing infractions.
### P&I Building Permit Application

Date Submitted: 
Lot: 
Block: 
Subdivision: 
Physical Address: 
Heated Sq Foot Required by Plat: 

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#### Owner Information:

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<th>Name</th>
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#### Contractor Information:

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<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Cell Phone</th>
<th>Email</th>
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**PLUMBERS, ELECTRICIANS, AND HEAT & AIR CONTRACTORS MUST BE LICENSED IN ARKANSAS**

All trades must have a current license.

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<th>Master Plumber</th>
<th>Address</th>
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<th>Framing Contractor</th>
<th>Address</th>
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<tr>
<th>Masonry (Foundation) Contractor</th>
<th>Address</th>
<th>Phone</th>
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<th>Concrete Contractor</th>
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Building Permit Application (cont.)

Number of Bedrooms: _______________________
Number of Bathrooms: _______________________
Carport, Garage, None: _______________________
Heating-Cooling LPG or Electric: _______________________
Heated Area Square Feet: _______________________
Unheated Area: _______________________
Total Square Feet: _______________________
Will Surplus dirt be removed from the site: _______________________
Will a surplus of dirt be brought to the site: _______________________
Property Lot Value: _______________________
Lot Block Addition: _______________________
House Value (equal to Builder’s Risk): _______________________

I certify that the above, together with attached plot plan and building specifications, constitute a true description for a building permit. I further certify that I will comply with the current Arkansas Fire Prevention Code Volume III.

No work shall be started until the permit is posted on the job site.

NOTE: If new construction is by POA Amenities, the following may be required at will:
1. Irrigation Plan
2. Engineering Construction Plans
3. Lot Exchange Options

________________________________________  ________________
Owner’s Signature                          Date

________________________________________  ________________
Contractor’s Signature                      Date
Indemnity Agreement

WHEREAS, ______________________________________________________

OF ____________________________________________________________

Makes application for the construction of a dwelling on Lot ________________

Block ___________ Subdivision__________________, Hot Springs Village, and

WHEREAS, Section 10 of the Protective Covenants to the Declarations of Covenants and
Restrictions filed in the office of the Circuit Clerk of Garland County, Arkansas, on April 20,
1970, and appearing in Deed Record 653, Page 369, et seq., with amendments recorded in
Book 1002, Page 746 et seq., and in the Office of the Circuit Clerk of Saline County, Arkansas
on April 20, 1970, and appearing in Deed Record 155, Page 118 et seq., with amendments
recorded in Book247, Page 515, et seq., provides the contractor, builder, person or entity,
constructing a building upon the property, shall, prior to beginning construction of any such
building, furnish the Hot Springs Village Property Owners Association (HSV POA) proof that a
suitable completion bond has been made to ensure completion of the building and indemnify the
owner against material and mechanics’ lien; and

WHEREAS, property owner desires a waiver from the HSV POA from such provision due to the
fact that property owner is financially able to fully satisfy any and all material or mechanics’
liens; and

WHEREAS, property owner has specifically required waiver of such requirement for completion
bond due to the fact that property owner has exhibited financial ability, and stated his
willingness to undertake such construction without the added expense of completion bond;

Property owner agrees to indemnify and hold harmless said HSV POA from any and all liabilities
in any manner whatsoever which might arise due to the failure of the HSV POA to require a
completion of performance bond, and the undersigned specifically agrees that he will indemnify
and cause to be satisfied any and all material or mechanics’ liens which may be filed against
said property and that the undersigned will not assert in law or in equity any defense or claim
against the said HSV POA for its failure to require performance or completion bond, and further
agrees to defend and hold harmless the said HSV POA in any suit filed by any one asserting a
material or mechanics’ lien in connection with the construction of the building on said property.

IN WITNESS WHEREOF, the undersigned hereunto puts his (their) hand _____ and seal
_______, and hereby binds his (their) heirs, executors, administrators, successors and assigns
this _____ day of _____________________, ___________.

_____________________________________________________________
Property Owner’s Signature Date

_____________________________________________________________
Property Owner’s Signature Date
Indemnity Agreement (cont.)

ACKNOWLEDGMENT

STATE OF ARKANSAS) ) ss.

COUNTY OF _________________________)

BE IT REMEMBERED that on this date personally appeared before the undersigned Notary Public within and for the County aforesaid, duly commissioned and acting,

______________________________________________________________,

To me well known, and who stated that he (they) had executed the foregoing Indemnity Agreement for the considerations, purpose and intents therein set forth.

WITNESS my hand and seal as such Notary Public this _________________ day of __________________, ____________.

_______________________________________
Signature of Notary Public

My commission expires: _____________________
1. **OFF-SITE ENCROACHMENTS**
   The undersigned Contractor and Owner understand that the issuance of a building permit for the construction of the new residence is for the construction, per the site plan, of the dwelling itself on the lot. This permit does not give permission for any work to be performed on common property, road right-of-way property or in any easement or setback as defined on the certified plat.

   A copy of the common property procedure is available at the Permitting and Inspections Office.

2. **ADDITIONAL PERMITS**
   The undersigned Owner and Contractor understand that any and all other related projects, including but not necessarily limited to, landscaping, home additions, boat docks, seawalls, and fences, relative to this permitted structure, require additional permits from the P&I Department before work can be commenced.

3. **BUILDING SITE ENCROACHMENTS**
   The undersigned Contractor and Owner understand that no structures or fences constructed on the building site shall encroach into the sideline easements or the front and rear building setback lines. Any encroachments require, in advance of construction, a variance approval from the Architectural Control Committee. In the event of a non-approved encroachment, two options are available to correct the encroachment:
   a. Remove any structures so as to conform to the approved plan and thereby removing the encroachment and submit a revised site plan to the ACC.
   b. Providing that a hardship exists, submit a request for a variance, in writing, to the Architectural Control Committee, to be heard and acted upon by the ACC at the next scheduled meeting.

4. **CHANGES TO APPROVED SITE PLAN**
   The undersigned Contractor and Owner understand that should there be any revisions to the approved Site Plan, such as changing the building location or orientation on the site or modifying or “flipping” the floor plan on the site; such changes require that a revised site plan be submitted to the Permitting and Inspections Office for approval prior to the construction of such changes.

5. **SUB-SURFACE WATER**
   The rolling, rock-filled character of land in Hot Springs Village provides many underground channels for water flow. These are unknown to anyone and generally evidence themselves during construction or after a building has been built, with flow and seepage noticed during and often long after a rain. Sub-surface water is controlled by the proper installation of waterproofing, damp proofing and foundation/sump systems.

   The undersigned Contractor and Owner understand and agree that it is their joint responsibility to discuss and agree upon what methods of water control is to be utilized in the construction of the home. Both the Contractor and Owner understand that should problems develop with respect to water control issues, there is no public body (Committee, Board or local government unit) to which either can turn to seek a remedy.

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<th>Date</th>
<th>Contractor's Signature</th>
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Section 1. **Purpose**

To establish guidelines for the burning of wood, wood products, leaves, yard waste, trees and similar items.

Section 2. **Regulation**

All open burning is prohibited without the written permission of the Fire Chief, the Fire Marshal, or designee.

During periods of a “burn ban” declaration by the county judge of Garland, or Saline Counties, no burn permits will be authorized.

**Use of warming barrels at construction sites require a permit issued by the Fire Department. Contact the Fire Department at 501-922-2210 to obtain a permit.**

Warming barrels are to be used to keep workmen warm, not to get rid of building debris. Only untreated wood products are to be burned in warming barrels. No roofing material, vinyl, PVC, carpet, paper, or other synthetic product is to be burned.

Warming barrels must be kept at least 25 feet away from any structure.

No fire is to be left unattended or left burning after workmen leave the site.

Warming barrels are not to be used during any burn ban declared by a county judge, or a Hot Springs Village fire official.

**Any Fire Department response caused by a violation of this policy will subject the person, or person(s), responsible to a service fee as established by the Board of Directors.**

**Failure on the part of a property owner to pay the service fee may result in appropriate sanctions as determined by the Board of Directors. Failure on the part of a non-property owner to pay the service fee may result in cancellation of work pass privileges and/or gate card privileges.**

Section 3. **Enforcement**

1. The Hot Springs Village Property Owners Association shall be the enforcing agency.
2. The Board of Directors empowers the Hot Springs Village Department of Public Safety to enforce this regulation.

______________________________  ____________________________
Owner's Signature                  Date
Mailbox Installation Details

RULES AND REGULATIONS

1. No mailbox will be permitted where access is prohibited by law or regulation. The US Post Office will mark acceptable locations for each mailbox. You may call the Hot Springs Village branch at 501-984-6392.

2. Mailboxes shall be located on the right-hand side of the roadway in the direction of delivery route. The bottom of the box shall be set at an elevation (H) established by the U.S. Postal Service, usually between 42” to 48” above the roadway surface. The roadside face of the box shall be offset from the edge of the traveled way a minimum of 2’ on neighborhood streets, and 4’ on collectors (Streets with a minimum of 75’ right of way). If a suitable site is not available near a residence, the box may have to be grouped at a more suitable site.

3. When a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.

4. Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal service. House numbers are required on the mailbox in size no less than 1” nor more than 2”.

5. When mounting multiple boxes, they should be arranged in sequential order in the direction of the delivery route.

6. Posts of either a metal or PVC (Schedule 80) with strength no greater than a 2” diameter standard strength steel pipe, or a 4” x 4” or 4 ½” diameter wooden posts are acceptable.

7. No concrete blocks, brick, rock, or other decorative design can be used for the enclosure of the mailbox post of supports. The ideal support is an assembly which, if struck, will bend or fall away from the striking vehicle instead of severely damaging the vehicle and injuring its occupants.

8. In multiple mailbox locations, the minimum spacing between the centers of support posts shall be three-fourths the height of the post above the ground line.

9. Because of shallow underground utilities, shallow or no soil, no support post will be installed by means of digging (except for purposes of leveling but no more than 6” below current surface) or driving into the ground. The post support will consist of a concrete base sufficiently anchored to support the box with strength to withstand being moved without damage to the support.

10. No mailbox will be installed within 100’ from the center of a street intersection. On crest or side of hills, on curves, or any other location that could put the Postal Service employee or customer in danger of an accident.

11. The owner will be notified in writing if any mailbox is found to violate any United States Postal Service regulation, or these regulations, and will be responsible for correcting all violations.

12. All costs of installation, any damages or liability associated therewith and maintenance shall be borne by property owner.

13. Any questions should be directed to the POA Permitting and Inspections Department at 922-5562.

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