

Notice Concerning County Permit Requirements

Dear High Point Resident.

**NO IMPROVEMENT MAY BE STARTED PRIOR TO APPROVAL FROM THE HIC COMMITTEE!!
BEGINNING AN IMPROVEMENT BEFORE APPROVAL MAY RESULT IN REMOVAL OF THE
PROJECT, AND FINES FOR EACH DAY OF NON-COMPLIANCE.**

Thank you for submitting an improvement form for your upcoming project. We appreciate you wanting to improve your home!

Please be aware – most exterior improvements require a project permit from Hernando County. Before beginning your project, please contact the Hernando County Building Division at 312-754-4050 to determine if your project requires a permit.

Hernando County does allow for what is called an Owner-Builder permit, if you have the ability to do the project yourself.

Landscaping does not usually require a County permit, but it's always worth checking just to be sure. NOTE: Landscaping in the County right of way (usually first 12 feet from the curb) may not be more than 2 feet tall.

Home painting, cleaning and maintenance items do not require permits at this time.

Hernando County randomly travels the county looking for violations and the penalties for beginning a project without the proper permits can be significant. Projects can be halted, or you may be asked to remove the project completely.

Thank you again for your interest in maintaining and improving your home. If you have any questions, please contact the High Point main office at 352-596-2397, and one of the Home Improvement Committee members will be in touch with you.

Home Improvement Committee (HIC) Improvement Form Instructions (**Pink Form**)

1. Complete all sections of the improvement form, sign and date where required. Please turn in to the HOA office at 8008 Baltic Street. Failure to complete the improvement form will delay the approval process.
2. Committee members will visit to confirm that any projects or structures fall within the setbacks and other requirements described in the covenants, and approve the next step of gathering permits (if needed) and any required engineered drawings.
3. Non-Structural projects that do not require County permits or engineered drawings may be approved during the first visit.
4. Please allow up to 30 days for the improvement to be considered by the Home Improvement Committee. A committee member will notify the home owner of the approval or denial of an improvement.
5. Upon temporary approval, provide any required information (county permits, engineered drawings if applicable) to the HIC committee for consideration. If denied, the home owner may submit a form with necessary changes made.
6. HIC committee will review county permits and drawings to confirm they agree with the approved project.
7. Home owner will be notified within 30 days that the improvement may begin.
8. The Home Improvement Committee will be available to answer any questions related to the improvement form, please contact us if you have any concerns.

Paul Quintin 919-210-1574

Steve Heffron 765-265-4106

High Point Community Property Owners, Inc.

8008 Baltic Street, Brooksville, FL 34613 Office 352-596-2397 Fax 352-596-5201

Home Improvement Committee (HIC)

Request for Approval of Improvement or Additions

ACCOUNT # _____

DATE SUBMITTED ____/____/____

(Please Print) NAME _____

HIGH POINT ADDRESS _____

PHONE NUMBER _____

CONTRACTORS NAME _____

CONTRACTORS PHONE _____ FAX _____

NOTE: Please contact Hernando County Building Division at 352-754-4050 to determine if your project requires a permit. Failing to obtain the proper permits and drawings will result in the project being halted by the County, fines assessed, and the removal of the improvement.

Please give a detailed explanation of your project below:

On the back of this form, please provide a detailed drawing showing property lines, existing home, location of improvement, and all required setbacks and easements. 

Improvement to be completed within 120 days of project approval

Note: Fines may incur if project does not comply with plans received. Changes must be submitted for approval.

Signatures Required:

Owner Signature _____ Date: _____

Committee members will visit to confirm that any projects or structures fall within the setbacks and other requirements described in the covenants. Your signature allows us to go on your property for these purposes.

HIC Chairman/Co Chairman Plan Approval _____ Date: _____

HIC Member Plan Approval _____ Date: _____

Plan Approved: ☐ Denied: ☐ (Please check appropriate box)

Homeowner Notified: YES ☐ NO ☐

FINAL APPROVAL – Completed according to plan YES ☐ NO ☐

COMMENTS: _____

**Provide detailed drawing of improvement below
(Include all existing structures, location of new improvement on
property, and all setback distances to property lines)**

A large rectangular area for drawing, containing faint, illegible text and a small red mark in the bottom left corner.

High Point Community Property Owners Request for Extension of Improvement Completion Date

Name: _____

Address: _____

Phone: _____

Email: _____

An application is being made to extend the completion of an improvement beyond the 120-day limit. Extensions are limited to 30 days, and a new extension must be applied for at the end of each 30 days.

Please provide details below as to the reason(s) for the extension, including any issues with permits, vendors, etc. Give as much detail as possible.

Extensions must be approved by members of the Improvements Committee, and the owner will be notified as quickly as possible if extension is granted.

Failure to apply for an extension may result in fines being applied.

Please give details of the reason for an extension below:

--

Extension Granted YES/NO Signed: _____ Signed: _____	Explanation If Denied: _____ _____
---	---