



Montego Bay Civic Association

BOARD OF DIRECTORS

Operational, Administrative, and Procedures

MANUAL

August 11, 2012

PURPOSE: This Board of Director's Operational, Administrative, and Procedures Manual (hereinafter referred to as the Director's Manual or Manual) is initially established by the 2011-2013 Board of Directors, to define the procedures the Board will take to carry out the duties and responsibilities required by the MBCA Declaration of Restrictions, the MBCA Bylaws, and the MBCA Articles of Incorporation. This manual is also to serve as a guideline and document the requirements for the day-to-day operations of the Montego Bay Civic Association (MBCA), Inc.

ARCHITECTURAL REVIEW & PERMIT PROCESSING COMMITTEE PROCEDURES

*(Revised, Presented to the Board, and Implemented on September 14, 2013;
unless otherwise noted)*

SETBACKS

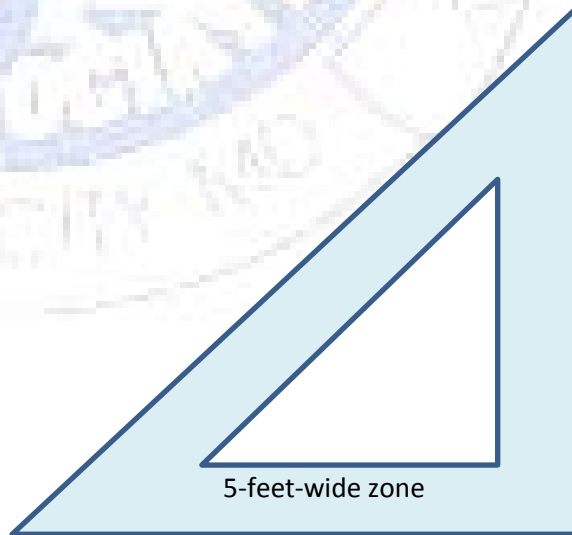
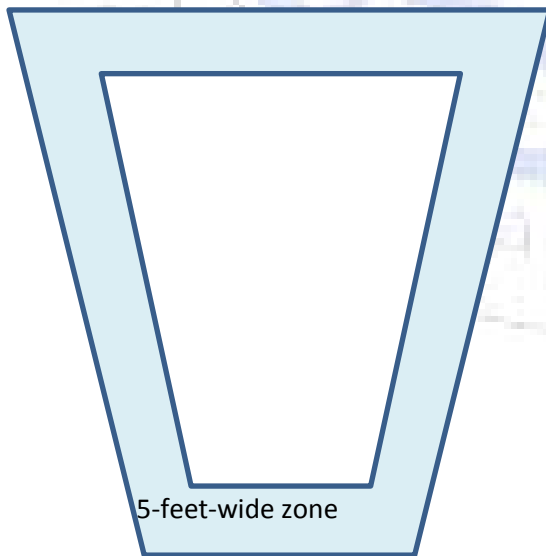
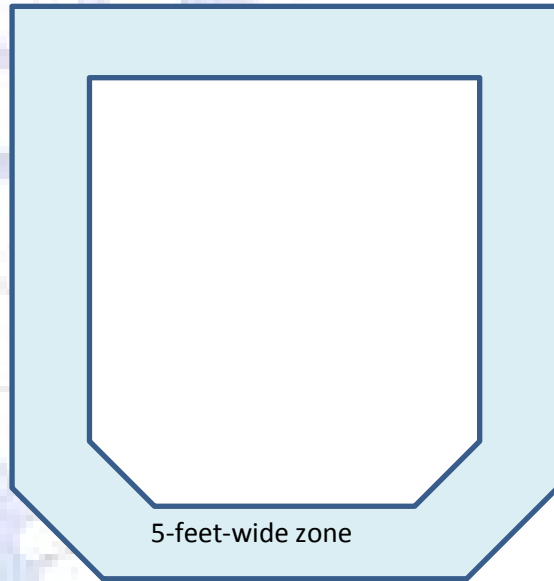
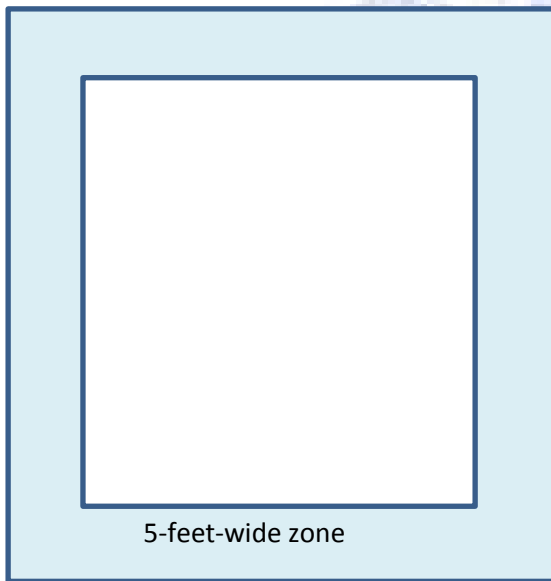
The Association will continue to maintain the standard, established by [Ocean City, Maryland, Code of Ordinances, Part II – Code of Ordinances, Chapter 110-Zoning, Article IV – Districts, Division 7 – MH Mobile Home Residential District, Section 110-422\(1\)\(i\)](#), that: *There shall not be a distance less than ten feet between the sides of any two mobile homes or extensions thereof nor shall any part of the mobile home extend closer than five feet to the boundaries of the individual mobile home site or exceed 15 feet in height.* This standard applies to placing of foundations, porches, elevated decks, etc., and will be followed regardless of lot size, shape, location, or what features are on contiguous lots. Examples below (shaded area is 5-foot-zone):

Also:

Chapter 110, section 905: Every part of a required yard shall be open and unobstructed to the sky, except for the specified projections and obstructions listed below, and except as otherwise provided in this chapter. “... *completely open, unenclosed deck at the first floor level only, uncovered by a roof or canopy, located not less than five feet from any lot line in the **MH, mobile home residential district.***”

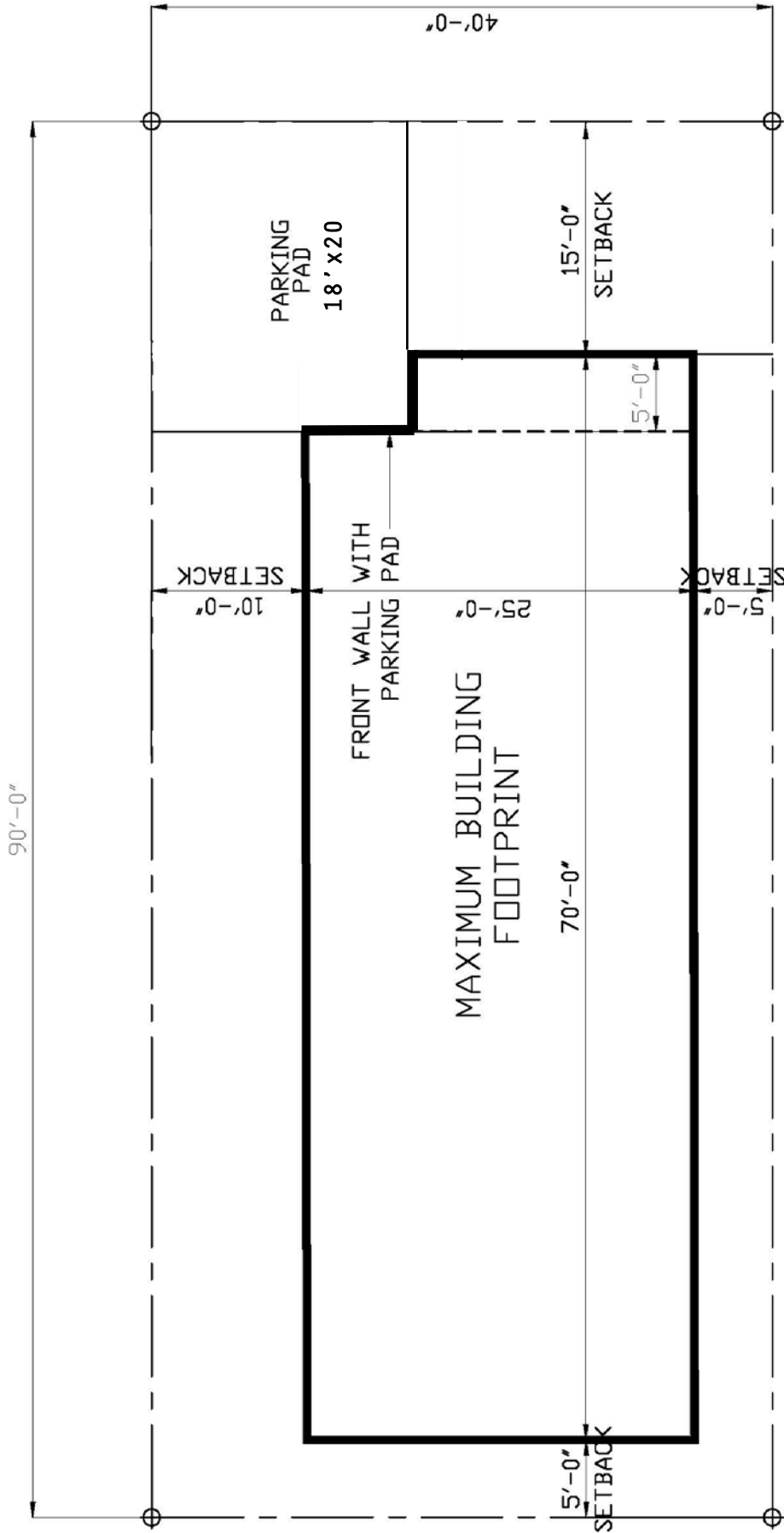
Also:

Chapter 30, Article VII, Section 554 (d)(1)a: Structures shall be located no closer to tidal waters or wetlands than ten feet. However,...in the Mobile Home zoning district the waterfront setback shall be no less than five feet. This waterfront setback shall be measured from the landward face of a bulkhead or rip-rap, the mean high water line, or the wetland line, whichever is more restrictive.



TYPICAL SITE PLAN FOR A STANDARD LOT

The foundation footprint of the house is determined by the size of the lot after Mobile Home Residential District setbacks are applied.



PLOT PLAN