

Port Carlos Cove

General



NOVEMBER 1, 2004

ATTENTION ALL HOME OWNER'S

BEFORE PROCEEDING WITH ANY OUTSIDE RENOVATIONS OR WORK OF ANY KIND, PLEASE COME TO THE OFFICE TO OBTAIN A "SITE REQUEST FORM". FILL IN AND RETURN TO OFFICE.

THIS REQUEST IS TO MAKE SURE THAT WE HAVE A RECORD OF ANY CHANGES. ALL REPAIRS WILL HAVE TO CONFIRM TO OUR CURRENT RULES AND REGULATIONS.

CONTRACTOR'S/ PERSON'S WORKING IN PORT CARLOS COVE MUST REPORT TO THE OFFICE BEFORE ANY WORK IS STARTED.

THANKS FOR YOUR ANTICIPATED COOPERATION.

Rick Hobot

RICK HOBOT, President
Board of Directors

Request I.D. No. _____

SITE CHANGE REQUEST

PORT CARLOS COVE INC. 1802 MAIN STREET, FORT MYERS BEACH, FL 33931

Date: _____ Member (s) _____

Address: _____

1. Description of Change Requested:

2. Attach Sketch of Changes Showing: Distance from property lines, seawalls, roadway, etc. and describe building materials.

3. Estimated Start Date _____ / Completion Date _____. Member to notify Board upon completion for final approval.

4. Lee County Building Permit Required: ___ Yes ___ No. If yes, member to obtain and attach copy to this request.

5. Refer to current prospectus for rules/regulations and the Site Committee guidelines to assist with your planning.

6. Contractor: Name _____ Phone () _____
Address _____

7. Site Committee or their designated representative has the right to do site inspections during and after the change. Site Change Approval requests must be submitted to the committee and Board to allow ample time for proper deliberation. Changes not completed within 90 days of Board approval require a Board approved extension.

I, _____ agree to meet all County and Park requirements or risk having to modify or stop the change during and/or after completion.

Member Signature _____ Date _____

Request Received by _____ (Committee Member or Rep.)
Date Received _____

Site Committee Recommendation: [] Approve [] Reject Date: _____

Committee Participant(s) _____

Comments: _____

Board of Directors: [] Approved [] Rejected [] Hold
Board Participant(s) _____ Date _____

Board Approval Upon Completion _____ Date _____

SITE CHANGE APPROVAL REQUEST
PORT CARLOS COVE INC. 1802 MAIN STREET, FORT MYERS BEACH, FL 33931

PRESENT SETBACK DESCRIPTION: Lot size _____ Front _____ Length _____
Front setback _____ Rear setback _____
Left side _____ Right side _____

Useable distance from present structure using 10% of frontage or for irregular lots 10% of frontage measured at the 15- foot setback. Left side _____ Right side _____

Seawall setbacks: Decks minimum 5 ft. depending on height ---- Plantings 5 ft. ---- Pavement 10 ft.

SKETCH OF REQUESTED CHANGE

- Distribution:
1. Copy of unprocessed request to office file
 2. Original request to site committee
 3. Committee approved original to Board
 4. Copy of Board approved request to requestor and copy to requestor office file

PORT CARLOS COVE, INC. SITE CHANGE AGREEMENT

I _____, as a member of the Port Carlos Cove cooperative, have requested approval to make a change at my site. As a member of PCC cooperative and a leaseholder located at _____ I have the legal obligation to meet the guidelines, rules and regulations of the Park as it applies to this site change. As well as complying with other Federal, State, County, and City requirements and any other Park requirements I agree to:

1. Have an approved Site Change Request Form .
2. Assume responsibility for compliance to the approved request.
3. Seek approval for any changes made to the original request.
4. Maintain a clean and orderly construction site.
5. Assume full responsibility for supervising the project and contractor compliance to Park regulations.
6. Have any property damage repaired
7. Pay any expense incurred by the Park associated with the project.

I understand and agree that should I, or any of my contractors, fail to meet any of the Park requirements, the Board of Directors may take whatever legal action necessary to bring the change into compliance.

Member signature: _____ Date _____

Witness signature: _____ Date _____

Notarized: State of Florida – County of Lee

The foregoing instrument was acknowledged before me
this _____ day of _____, 20__ by _____

Print notary name

Notary signature

(seal)

Personally known _____
Identification produced _____