

PORT CARLOS COVE, INC

New Home Installation Package including Site Change Request

Congratulations on your decision to acquire a new home. Please thoroughly review and familiarize yourself with the PCC guidelines and Rules pertaining to the construction and installation process of your new home.

Please advise the Manufacturer and/or General Contractor that we require a detailed Site Plan (such as a CAD) that provides details on the structure, including placement of the stairs and HVAC unit. We recommend that you also provide the Manufacturer and/or General Contractor with a copy of the "New Manufactured Homes" rules that are attached.

We strongly recommend that owners of the new home be present during the initial setting of their home, and as often as possible during the construction phase.

Setbacks: Manufactured homes, garages, carports, sheds and other approved structures must meet the following Setback requirements, which are also described on attached diagrams:

- Front Setback - 15 feet from the road, measured parallel to the side lot lines.
- Rear Setback - 10 feet from the inside of the seawall cap, or the rear lot line if the lot isn't on the water, measured parallel to the side lot lines.
- Side Setback on the Front - 10% of the lot frontage width, measured at the 15 foot front setback.
- Side Setback on the Rear - 10% of the rear width, measured at the 10 foot setback from the inside of the seawall cap, or the rear lot line if the lot isn't on the water.
- Setback calculations for pie shaped lots - diagram attached.
- Roof eaves and overhangs are required to meet the Setbacks described above.

Utilities:

- New manufactured homes are required to have 200 Amp Service from the pedestal or distribution site. Members are responsible for the expenses involved with this installation.
- New manufactured homes are required to have downdraft heating and cooling units installed at the required elevation, and as close as possible to the side of the new home. It's important to be considerate of your neighbor when making decisions on the placement of the unit.

Skirting on new homes must include the ability to access the area under the home, and we recommend that the skirting be semi-permanent. Concrete foundations are not permitted.

Garbage must be removed from the construction site on a regular basis, and the lot must be cleared of leftover building materials upon completion.

If you have any questions pertaining to our guidelines and rules, please contact the Site Change Committee or the Board before proceeding with your plans. We wish you the best of luck.

PCC Board of Directors, and Site Change Committee Members

Attachments:

- New Manufactured Homes rule pages 51a and 51b.
- Site Change Request.
- Construction and Contractors - Rule page 51c.
- Setback Standards for standard lots and pie shaped lots.

NEW MANUFACTURED HOMES

1. A Site Change Request should be submitted prior to working with a General Contractor or Manufacturer on your project. Your Proposed Plan must be submitted to the PCC Site Committee at least thirty (30) days prior to the proposed construction or installation date, and must be approved prior to any work being performed. An exception applies to construction or installation planned for June through September, in which case your Proposed Plan must be submitted at least sixty (60) days prior to the proposed construction or installation date, unless an exception is granted.
2. Installation of any home that is not new requires permission.
3. A New Home Information Packet will be provided to the Member submitting the Site Change Request, outlining all restrictions and requirements applying to that specific lot, including a Lot Drawing showing the front and side setbacks required for that lot. Compliance with the rules and regulations stated in the New Home Package is required.
4. **Construction and Contractor Rules.** Construction and contractor rules must be followed by members and contractors. A handout for contractors is located in the New Home Package.
5. **Setbacks.** New homes including other approved structures must be located within the setbacks as shown in the New Home Package.
6. **Height Restrictions.** New homes including other approved structures must conform to the following:
 - a. The floor of the home must be at the FEMA "alternate flood level application" as authorized for Port Carlos Cove. The flood level for PCC is between 4 feet and 7 feet above sea level, and the "alternate application" is 3 feet between grade as determined by the seawall cap and the bottom of the I-beam of the manufactured home, which brings the set to just over 4 feet. In the case of "dry" lots, the ground level will be considered to be the equivalent of the seawall cap.
 - b. Homes and other approved structures are limited to a single story, with a maximum height of 17 feet from the seawall cap to the highest point of the roof of the home and/or other structure.
7. **Roof Pitch.** This rule applies to any approved structure other than the home, if the highest point of the structure is higher than the lowest portion of the roof of the house. In this case, the pitch of the structures roof must match the pitch of the homes roof unless an exception is granted. For example, flat or near flat roofs are unacceptable on garages, sheds, and carports, if any part of its roof is higher than the lowest roof portion of the home.

8. Storage Areas. The upper level of lofts, garages, sheds, and carports cannot be constructed for any purpose other than storage. Permanent stairways, windows, and air conditioning units are not allowed as part of a loft or upper level storage structure. Occupancy and/or use of such structures for residential, office, or recreational use is prohibited. For purposes of this Rule, a "loft" is defined as a space within a roofline that has a floor above the finished ground level floor of the structure in which it exists. The intent of this rule is to promote some degree of uniformity within our PCC community by not allowing homes to have multi-level residential space.
9. A survey may or may not be required by the PCC Site Committee. If a survey is required, the cost of the survey is the responsibility of the member requesting the approval.
10. Stakes indicating the lot line and setbacks must be installed and maintained throughout the entire installation or construction of any home.
11. It's the members responsibility to have the General Contractor or Manufacturer of any home being installed notify the PCC office or a member of the PCC Site Committee 10 days prior to delivery of the home.
12. The PCC Site Committee and/or its designated representative have the right to conduct site inspections during and after the installation and construction.
13. If any construction or installation does not meet County or PCC requirements, the PCC Board may require work to stop, other than work necessary to bring construction or installation into compliance.
14. If approved installations are not completed within 90 days of the original Board approval, the Member is required to obtain an approval for an extension from the Board.

I. D. NUMBER: _____

PORT CARLOS COVE, INC

SITE CHANGE REQUEST

This request must be submitted to the Port Carlos Cove (PCC) Site Committee to allow sufficient time for consideration. If emergency repairs are necessary, the Site Change Request can be submitted the following day. Site change construction not completed within 90 days of approval requires a Committee approved extension. The PCC Site Committee or its designee has the right to perform inspections during and after construction.

Request Date _____ Member(s) _____

Address: _____

• Estimated start date: _____ Estimated completion date: _____

• Description of change:

• If this is a Request to alter existing structures or construct a new building at an existing home, describe the building materials and attach sketch showing the distance from property lines, seawalls, and road.

• Lee County Building Permit Required? Yes _____ (attach copy of permit) No _____

• Licensed Contractor's Name _____ Phone _____

Address _____

I (we), _____, agree to comply with all Lee County and PCC requirements, or risk having to modify or stop the Site Change during or after completion.

The member(s) identified on this Site Change Request agrees to hold Port Carlos Cove, Inc, and its Board Members harmless from liability for any damages resulting from construction occurring on the Member's lot including fines or penalties related to State or County Codes and Statutes, and agrees to indemnify Port Carlos Cove, Inc, for any fines or penalties related to State or County Codes or Statutes involving construction occurring on the Member's lot.

MEMBER(S) SIGNATURE _____ Date _____

PCC Site Committee Recommendation: [] Approve [] Reject

PCC Site Committee Member(s) _____ Date _____

Comments:

Committee or Board of Directors approval upon completion: [] Approve

Committee or Board Member(s) _____ Date _____

Attachments:

- Construction and Contractors - Rule page 51c.
- Lee County Owner Builder Disclosure Statement and Affidavit is attached for construction other than new home installations.

CONSTRUCTION AND CONTRACTORS

These rules exist for one purpose - and that's for PCC to be assured that the proper permit, license, and insurance is in place for construction work performed in PCC.

A Site Change Request and approval are required prior to:

- Installation of a new home, garage, storage building, carport, or any other new structure on your premises, including any modification to the exterior of a mobile or manufactured home or other structures as mentioned above.

Required permits must be in place.

Contractors need to have the appropriate license for the work they're performing.

Commercial General Liability (GL) needs to be in place.

Workers Compensation needs to be in place for all employees and hired help of the contractor.

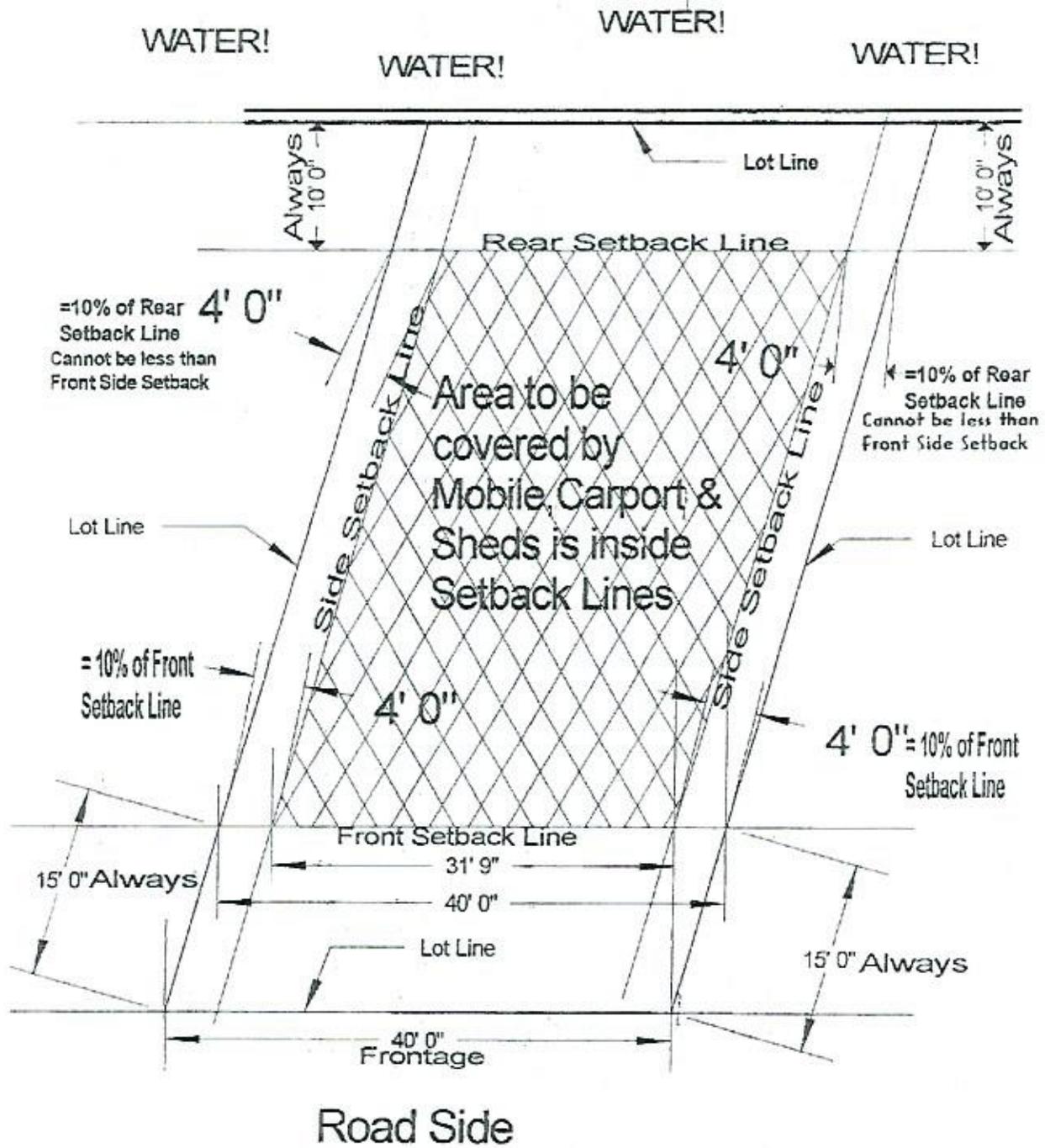
Contractors need to register at the PCC office and provide a copy of their license and a Certificate of Insurance confirming GL and Workers Compensation coverage.

- Our rules also apply to subcontractors. It's the General Contractor's (GC) responsibility to confirm that their subs have GL coverage, but we also require that subcontractors register at the PCC office and provide a copy of their license and a Certificate of Insurance confirming Workers Compensation and GL coverage.
- PCC might require a Certificate naming Port Carlos Cove, Inc. as the Certificate Holder, if:
 - We require the Certificate to reference the specific project.
 - We require that PCC be an Additional Insured on the GC's GL policy.
 - The contractor intends to perform work for more than one member and one project.
- Exception for General Contractor/Builders for a new home installation:
 - A Certificate of Insurance must be provided by the General Contractor/Builder, confirming appropriate insurance, Port Carlos Cove, Inc as an Additional Insured, and reflecting PCC as the Certificate Holder.
 - As a general rule, PCC will not require that the subcontractors of the new home GC/builder provide Certificates and licenses. This exception applies due to the sheer number of subcontractors involved with a new home installation, the solid reputation of the new home GC/builder, and understanding that we'll have a Certificate of Insurance from the new home GC/builder that confirms Workers Compensation insurance, Port Carlos Cove, Inc as an Additional Insured on their GL policy, and indicating PCC as the Certificate Holder

When construction work does not require a Site Change Request - please remind your contractor to register at the PCC office and provide a copy of their license and a Certificate of Insurance confirming Workers Compensation and GL coverage.

It's unacceptable for any uninsured contractor to work in PCC.

Port Carlos Cove Setback Standards: How to Measure Setbacks on Standard Lots



Port Carlos Cove Setback Standards:

How To Measure Setbacks on Pie Shaped Lots

