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

Rectangular lots:

a. Front setback: 15 feet from the road, measured parallel to the side lot lines.
b. Rear setback: 10 feet from the rear lot line.
c. Side setback: 10% of the front lot width, measured 15 feet back from the road.
d. The side setback on rectangular lots is 5 feet due to the Lee County Fire Separation Rules.
e. The intent of this 5 foot setback is not to be more restrictive on our members regarding the setbacks.
f. Our 10% setback remains except when a member is putting a new home in on a vacant lot with a vacant lot beside it, we are requiring the 5-foot setback so that when the member beside that member puts a home in, the county doesn't require the second member to have a 6-foot setback.
g. In the case where the county allows an exception to the 10-foot separation requirement due to the fire code such as in the case of a firewall or any other exception that the county may allow in regard to the 10-foot separation rule, PCC will default back to the 10% setback.
h. Roof eaves and overhangs, including gutters, are allowed to encroach 1’ (one foot) into the Setbacks described above.

Pie shaped lots:

a. Front setback: 15 feet from the road, measured parallel to the side lot lines.
b. Rear setback: 10 feet from the rear lot line.
c. Side setback in the front: 10% of the front lot width, measured 15 feet back from the road.
d. Side setback in the rear: 10% of the lot width, measured 10 feet from the rear lot line.
e. Steps are required to meet the setbacks described above.
f. Roof eaves and overhangs, including gutters, are allowed to encroach 1’ (one foot) into the Setbacks described above.
g. Air conditioners and generators are the only items allowed in the setback.
h. There are drawings depicting the setback measurements at the Office.

If approved by Lee County and the stairs meet the fire code regulation of sustaining a 1 hour fire resistance rating as noted in “69A-42.0041 Fire Separation Requirements, stairs can come within up to 3 feet of the side lot line with approval of the site change committee. The site change committee working with the member will make the decision of where the stairs can be placed so as not to cause a restriction with the neighboring lot and structures.

In all cases all setback exceptions must be approved and noted on a Lee County Building permit.

Note: The above listed setbacks are PCC and Lee County approved setbacks for PCC, but Lee County is informing PCC of the Fire Separation Requirements as seen below. It is the Member's responsibility to be members sure they are meeting all Lee County rules and regulations and should perform due diligence before having a home manufactured.

"69A-42.0041 Fire Separation Requirements.

No portion of a mobile home, excluding the tongue, shall be located closer than 10 ft. (3m) side to side, 8 ft. (2.4m) end to side, or 6 ft. (1.8m) end to end horizontally from any other mobile home or community building unless the exposed composite walls and roof of either structure are without opening and constructed of materials that will provide a one-hour fire resistance rating or the structures are separated by a one-hour fire-rated barrier.

Rulemaking Authority 633.104(1), 633.206(1)(b) FS. Law Implemented 633.104(4), 633.206 FS. History–New 10-19-09."

Utilities:

1. The member is responsible for all expenses related to obtaining and connecting electrical service to their new home. New homes will not be connected to a pedestal but to an FPL connection point (hand hole). After the installation and initial electrical connections are complete and operational, PCC and respective member(s) share 50/50 expenses and responsibility for the line from the FPL connection point to the first home connection point.
2. New homes are required to have heating and cooling units installed at the required height, and as close as possible to the side of the home.

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 above grade are not permitted. Piers are allowed.

Garbage and construction debris must be removed from the construction site on a regular basis, and the lot must be cleared of leftover building materials upon completion. Contractors are not permitted to dump any materials on PCC property or in the dumpsters.

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:

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

NEW HOMES (Manufactured or Stick Built)

a. 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. Modifications to the exterior of the home, lot, or a new home installation **may not occur during off-season** between June 1 through September 30, unless there is a pre-approved Site Change Request. 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 by the Board of Directors.

b. Installation of any home that is not new requires permission.

c. 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.

d. **Construction and Contractor Rules:** Construction and contractor rules must be followed by members and contractors. A handout for contractors is located in the last pages below..

e. **Setbacks:** New homes including other approved structures must be located within the setbacks as shown in the New Home Package.

f. **Height Restrictions:** Homes and other structures are limited to a single story with a maximum height of 30 feet measured from the seawall cap to the highest point of the home or approved structure. In the case of "dry" lots the ground level will be considered to be equivalent to the seawall cap. (Edited 11/12/26)

g. **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 structure's roof must match the pitch of the home's 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.

h. **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.

i. 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.

j. **Bathrooms:** Contractor must provide portable toilets on the site. There are no public bathrooms for use.

(~~Edited 2/5/26 - j. and k~~, edited 11/12/26)

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I0. 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.

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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: (explain what you are doing here)

- If this is a Request to alter existing structures or construct a new building at an existing home, describe the building materials and attach a sketch/engineered plans showing the distance from property lines, seawalls, and road.
- Lee County Owner Builder Disclosure Statement and Affidavit need to be submitted with this form for construction of new home installations
- Lee County 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.

The member(s) identified on this Site Change Request agree(s) that they are wholly responsible for any damage to Port Carlos Cove property including but not limited to streets, curbs, fences, storm drains, water, electric and sewer lines as well as any other common property. The member(s) identified on this Site Change Request agrees that they are wholly responsible for any damage and repair to any neighboring sites.

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 _____

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.

General Liability (G.L) needs to be in place.

Workman's 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.
    - If 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 ("JC/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, and Workers Compensation and GL coverage.

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

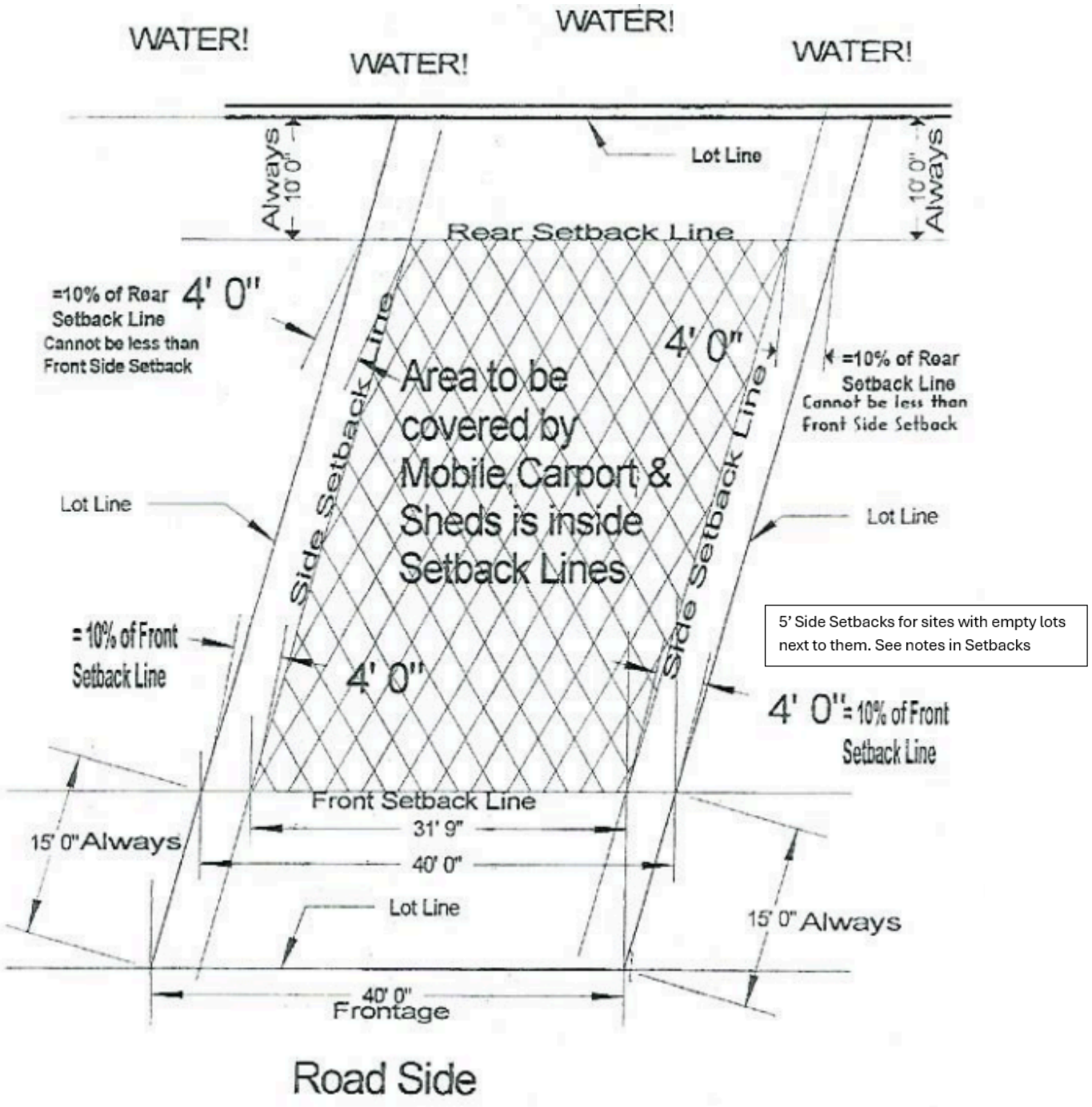
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Bathrooms: Contractor must provide portable toilets on the site. There are no public bathrooms for use.

Contractors may not use the PCC dumpsters or dispose of any construction site material on PCC property without express consent from the PCC Board of Directors.

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

