



DOCK PROCEDURES

The Port Royal Association Dock and Shoreline Committee reviews and if compliant, approves dock construction plans submitted for review. There has been no attempt to detail all government laws and regulations which may be applicable, and it is recommended that dock builders make a thorough review of such regulations*. All plans which require City permitting must be reviewed by the Port Royal Association, Inc. prior to submission to the City. Plans are to be submitted to the Association office: 1020 8th Ave. S., Suite 3, Naples, FL 34102. A Committee representative may visit a proposed shoreline site following the preliminary plan submission and prior to granting of Committee approval or disapproval of plans.

We request that you present the dock structure and any proposed changes on a scaled full size legal survey for the property. Such survey must include all elements on the Docks Checklist.

Please note that no built-in permanent structures (such as planters) are allowed.

Please submit the following together with the completed Docks Checklist:

1. **Dock Owner's Certification**, signed original
2. **Dock Builder Certification**, signed original
3. **Docks Checklist**, relevant spaces filled in
4. **Aerial view** of the existing dock (if any), shoreline, and adjacent properties
5. Three hard copies of the proposed plan as shown on a **full-size legal survey** certified to the Port Royal Association (See **Docks Checklist** for required information).
6. Check for the **applicable review fee** (calculated according to fee schedule shown below).
7. **POST-CONSTRUCTION SURVEY** is required within 30 days of completion.

DOCK REVIEW FEES

| | | |
|----|--|----------------------|
| A) | NEW DOCK (MINIMUM \$200.00) | \$0.60 / SQUARE FOOT |
| B) | NEW BOAT LIFT ON NEW OR EXISTING DOCK | \$200.00/ EACH LIFT |
| C) | REPAIR EXISTING DOCK (\$200 MINIMUM) | \$0.40 / SQUARE FOOT |
| D) | MULTIPLE REVISIONS TO A SUBMISSION (3 OR MORE) | \$200.00 FLAT FEE |

NOTE: THERE SHALL BE A \$400.00 SURCHARGE FOR ANY PROJECT OF A NON-MEMBER OF THE PORT ROYAL ASSOCIATION, INC. THIS CHARGE IS TO COVER ASSOCIATION COSTS RELATIVE TO THE REVIEW AND INSPECTION PROCESSES.

Please refer to the **City of Naples** Municipal Code for **R1-15A** Section 58-121 and 58-122 for docks and shoreline restrictions on the City of Naples website: <http://www.naplesgov.com>.



OWNER CERTIFICATION (DOCK)

DATE: _____

To: Port Royal® Association, Inc.
1020 Eighth Avenue South, Suite 3
Naples, FL 34102

To Whom It May Concern:

This will certify that in consideration of Association approval of the plans for dock improvement for my home at (property address) _____ by (dock designer) _____, I agree to have the proposed construction and/or repairs executed as approved by the Association. If variations or alterations are necessary, I will submit such changes to the Association for further approval PRIOR to commencement of any altered or revised plans.

It is understood that in conjunction with this work, any deterioration of the rip rap along the entire lot frontage will be repaired and, at completion, the dock will be identified with 4" HIGH, ARABIC REFLECTIVE NUMBERS, in accordance with City of Naples Ordinances.

In addition, my dock builder will schedule an inspection of this improvement within five (5) working days of its completion with an authorized representative of the Port Royal Association, Inc. to confirm that the dock has been built in compliance with Port Royal dock restrictions.

I further agree that my dock builder will provide an "as built" survey by a licensed surveyor confirming that all dimensions, setbacks, and height elements were built in accordance with the approved plan. This survey will be submitted within thirty (30) days of the issuance of a C.O. I agree that if the "as built" survey does not confirm that all dimensions, setbacks, and height elements were built in accordance with the approved plan, that I will arrange for the immediate removal of the nonconforming improvements and that I will pay all costs associated with doing so.

In connection with any litigation concerning this Certification or the Port Royal Deed Restrictions, the Port Royal Property Owners Association, Inc. shall be entitled to recover reasonable attorneys' fees and costs, including those incurred on appeal, if it is the prevailing party.

DOCK OWNER SIGNATURE

DOCK CONTRACTOR SIGNATURE

PRINT NAME

PRINT NAME

DATE

DATE

| | | |
|------------------------------|-------|------|
| ACCEPTED BY: | | |
| Port Royal Association, Inc. | Title | Date |



Dock and Shoreline Committee
Port Royal[®] Association, Inc.
1020 Eighth Avenue South, Suite 3
Naples, FL 34102

This will certify that:

1. I have thoroughly read the Code of Ordinances for the City of Naples, Sections 58-121 and 58-122 of the R1-15A Zoning District code which affects the Port Royal Subdivision. I will comply with these regulations for any dock that I build or repair.
2. I have read and will comply with the Docks Procedures for construction or repair.
3. At the time of delivery of the final plans for approval:
 - a. I will deliver a full-size Survey as prepared by a licensed surveyor showing all items as required in the Docks Checklist;
 - b. I will deliver a fully completed Docks Checklist;
 - c. I will deliver the Dock Owner Certification, which shall be properly executed;
 - d. I will deliver the completed and signed Dock Builder Certification;
 - e. I will submit the appropriate review fee, calculated according to the Dock Procedures and
 - f. I understand that construction of the authorized improvement cannot commence prior to the Association's approval of these documents and the appropriate fee.
4. Within 30 days of the completion of the Dock, I will provide an "as built" survey as prepared by a licensed surveyor confirming that all dimensions, setbacks, and height elements were built in accordance with the approved plan.

DOCK BUILDER SIGNATURE

NAME OF DOCK OWNER

PRINT NAME

PROPERTY ADDRESS

DATE



| |
|----------------------------------|
| DOCK SUBMITTAL CHECKLIST: |
| Date: _____ |

The following information is REQUIRED for *all* plan submittals:

PROPERTY OWNER _____ MEMBER Yes _____ No _____
**Membership in the Port Royal Association is required throughout construction*

PROPERTY ADDRESS _____ LOT _____

PROJECT DESCRIPTION _____

DOCK BUILDER _____ PHONE _____ EMAIL _____

- Dock Builder Certification
- Dock Owner Certification
- Ariel View (Including adjacent property docks)
- Survey (Signed by licensed surveyor and certified to the Port Royal Association) *See Survey Requirements below.*
- Size of boat intended for dock (include in drawing for visual)
- Final As-Built Survey upon completion

SURVEY REQUIREMENTS:

All proposed changes must be clearly depicted and scaled on a full size (24" x 36") legal engineering survey. Please include the following on the survey with labels:

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Property lines; establish riparian lines <input type="checkbox"/> 20-foot setback lines extended into the waterway <input type="checkbox"/> Existing dock location and setbacks; neighboring docks <input type="checkbox"/> Proposed dock <input type="checkbox"/> Top of Bank shoreline with elevation | <ul style="list-style-type: none"> <input type="checkbox"/> Toe of Rip Rap <input type="checkbox"/> Mean High Water Line <input type="checkbox"/> Width of waterway (MHW to MHW) <input type="checkbox"/> Linear footage of shoreline |
|--|---|

PLEASE COMPLETE THE FOLLOWING INFORMATION:

| | | | | |
|--|------|-------------------------|-------|----------------------------|
| DISTANCE FROM DOCK TO SIDE PROPERTY LINE | LEFT | _____ (MIN. 20') | RIGHT | _____ (MIN. 20') |
| DISTANCE INTO THE WATERWAY (measured from the toe of the riprap) | | _____ (MAX 22') | | |
| WIDTH OF PIERS | 1) | _____ (MAX 8') | 2) | _____ (MAX 8') |
| LENGTH OF DOCK (MAX LENGTH, 100'; INCLUDES LIFT) | | _____ (MAX 100') | | |
| WIDTH OF CATWALK | | _____ (MAX 4') | | |
| WIDTH OF SHORE NORMAL WALKWAY | | _____ (MAX 6') | | |
| HEIGHT OF LIFTS | 1) | _____ (MAX 10.5' MHW) | 2) | _____ (MAX 10.5' MHW) |
| ARE PROPOSED LIFTS SHOWN INSIDE THE PIER OR NORMAL TO SHORE? | | _____ (YES) | | _____ (NO*) |
| <i>*Boat lifts are NOT permitted on the waterside of a pier</i> | | | | |
| MOORING PILES & CAP ELEVATION | | _____ (MAX 10.5' MHW) | | |
| MOORING PILES DISTANCE FROM SHORE | | _____ (DIAMETER) | | |
| TOTAL SF OF DOCK _____ | | # OF LIFTS _____ | | REVIEW FEE \$ _____ |

Note: There shall be a \$400.00 surcharge for any project of any non-Association member. This charge is to cover Association costs relative to the review and inspection process.

DOCK COMMITTEE MEMBER APPROVAL: 1) _____ 2) _____

Approval Given by Manager: _____ Date: _____

As-built Reviewed by Manager: _____ Date: _____