



PORT ROYAL[®] PROPERTY OWNERS' ASSOCIATION

PROCEDURAL STEPS AND GUIDELINES FOR RESIDENTIAL CONSTRUCTION

The Association will review the application together with the above required documentation submitted by the applicant *only* upon receipt of all required documentation. The Association reserves the right to require additional documentation not otherwise listed above, in the Association's sole discretion. Approval of an architect's plans for a project in Port Royal is not guaranteed by applicant's submission of an application and/or the above required documentation. Furthermore, all architects are subject to ongoing Committee review, scrutiny and discussion.

Upon completion of any construction activities permitted by the Association, the project may be assessed by the Committee, and the owner serviced by the applicant may be solicited for comments on the building process. Approved architect status is dependent on compliance with the Association's rules and procedures. At all times, the Association reserves the right to revoke any permission to engage in architectural design activity which is granted pursuant to the Association's reliance on the above required documentation, or otherwise, if it becomes aware of any misrepresentations made in the above required documentation, any violation of the Association's rules, procedures or guidelines, or if, at any time, the Association determines zoning, building or other laws will be, or have been, violated by the architect.

II. Approval of Builders in Port Royal

In order to be considered an approved Port Royal builder, an applicant must submit to the office of the Association, for the attention of the Committee, the following:

- A. Evidence that the applicant's Florida construction license is in good standing, the applicant has current liability insurance, and the applicant has current workers compensation insurance coverage.
- B. If the applicant is an entity, evidence that the entity is validly existing and authorized to do business in the State of Florida.
- C. A resume demonstrating applicant's professional background and experience to the satisfaction of the Association.
- D. A list of single-family residential structures built by the applicant, inclusive of project commencement dates, completion dates and photographs.
- E. Reference letters from no less than three (3) owners of residential properties in the City constructed by the applicant.
- F. Evidence acceptable to the Association demonstrating that applicant has a minimum of five (5) consecutive years' experience while simultaneously maintaining a Florida general contractor's, residential or building license.
- G. For new home construction, applicant must submit a statement advising the Association of applicant's method for ensuring full-time supervision of the project.
- H. Financial statements in the form of the applicant's last two (2) years of profit and loss and balance sheets.
- I. Signed Builder Agreement acknowledging that the applicant has thoroughly read the Port Royal Association Procedural Steps and Guidelines for Residential Construction, the Restrictions and the R1-15A Residential District zoning code of the City, and will perform in total compliance with these documents. The Builder Agreement is available on the Association's website, it should be printed on the applicant's letterhead (in the exact format and containing all content), and it must be submitted with the application.
- J. Payment of builder approval or renewal fee as outlined in Exhibit A attached hereto.

The Association will review the application together with the above required documentation submitted by the applicant *only* upon receipt of all required documentation. The Association reserves the right to require additional documentation, not otherwise listed above, in the Association's sole discretion. Approval to commence construction activities in Port Royal is not guaranteed by applicant's submission of an application and/or the above required documentation. Furthermore, all builders are subject to ongoing Committee review, scrutiny and discussion.

ARCHITECTURE REVIEW FEES

ARCHITECT, LANDSCAPE ARCHITECT, AND BUILDER APPROVAL FEES		APPROVAL FEE
Architect Approval/Renewal		\$ 1,000.00
Landscape Architect Approval/Renewal		\$ 500.00
Builder Approval/Renewal		\$ 1,000.00
Notes: New Architect/Builder Approval and interview required if last project was greater than 5 years.		

NEW HOME & ADDITIONS/RENOVATIONS GREATER THAN 50% OF EXISTING STRUCTURE		ARCHITECTURE FEE
Includes Hardscape, Landscape, and Pool Plans		
Fiat fee for up to 6,000 square feet. Review fee covers changes made during construction and subsequent meetings with the architect and/or builder to assure construction plans are approved. Square footage greater than 6,000 charged at \$1.20 per square foot. Square footage shall include all areas under roof regardless of air conditioning. For major renovations, the fee is based on the total square footage for new AND existing.	\$	7,200.00
One half payment is due with Preliminary Plan Submission; Remaining Balance Due with Final Plan Submission		
Note: New home fee assumes no more than 2 major revisions to the design are submitted. Additional major revisions will be charged a \$500 revisions fee.		

MAJOR ADDITION/RENOVATION: 25% - 50% of Existing Structure		ARCHITECTURE FEE
Fiat fee up to 2,000 square feet.	\$	1,500.00
Additional square footage will be charged at \$1.00 per square foot. Square footage shall include all areas under roof regardless of air conditioning.		

MINOR ADDITION/RENOVATION: Less than 25% of Existing Structure		ARCHITECTURE FEE
Includes additions or any changes to exterior such as hardscape, landscape, or pool.		
If multiple revisions made, additional fees will be charged.		

ADDITIONS		ARCHITECTURE FEE
Additions of or changes to columns, gates, walls, fences, generator.		
If multiple revisions made, additional fees will be charged.		

NOTES	
All plans which require permitting by the City of Naples must be reviewed and approved by the Port Royal Association before a permit is issued.	
Membership in the Association is required throughout all construction activities.	
A \$600.00 surcharge for any project of a non-member of the Port Royal Association will be incurred.	