



PORT ROYAL[®] PROPERTY OWNERS' ASSOCIATION

PROCEDURAL STEPS AND GUIDELINES FOR RESIDENTIAL CONSTRUCTION

PROCEDURES FOR APPROVAL OF ARCHITECTS AND BUILDERS IN PORT ROYAL

The Committee maintains a list of architects, landscape architects and builders who have been approved by the Association, it makes additions to, or deletions from, that list as circumstances warrant. Applications for approval by architects, landscape architects and builders who are not currently on the list are welcomed.

I. Approval of Architects and Landscape Architects in Port Royal

In reviewing applications for architects, the Committee will give consideration to the apparent ability of the applicant to design residential structures compatible with existing Port Royal dwellings, as demonstrated by photographs, drawings, designs or other materials submitted to the Committee by the applicant.

A new architect must be approved at least one month prior to submitting plans. In order to be considered as an approved Port Royal architect or landscape architect, the applicant must submit to the office of the Association, for the attention of the Committee, the following:

- A. Evidence of a degree in architecture or landscape architecture from an accredited university, together with a resume demonstrating applicant's professional background and experience, including awards, publications, and other professional recognitions, to the satisfaction of the Association.
- B. If the applicant is practicing for, or under the supervision of, an entity, then evidence shall be submitted to demonstrate the entity is validly existing and authorized to do business in the State of Florida.
- C. Evidence that applicant is in good standing with all regulatory departments of the State of Florida concerned with the practice of architecture or landscape architecture, including, without limitation, architectural and business licenses issued by the Florida Department of Business and Professional Regulations.
- C. A list of single-family residential structures or landscape projects, as applicable, designed and completed by the applicant, inclusive of dates, photographs, and/or drawings.
- D. Signed Architect/Landscape Architect Agreement acknowledging 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 Architect/Landscape Architect Agreement is available from the Association's website, it should be printed on applicant's letterhead (in the exact format and containing all content), and it must be submitted with the application.
- E. Evidence of applicant's current professional liability insurance.
- F. Payment of the architect approval or renewal fee as outlined in Exhibit A attached hereto. If an architect has not done work in Port Royal for over 5 years, then the new architect approval fee shall apply.

All architects or landscape architects must be actively involved in any project submitted, and shall not affix their signature or seal to any documents or instruments of service which were not prepared by the architect, or by others acting under the responsible supervisory control of the architect, in accordance with Section 481.221(6), Florida Statutes. The title block on all plans must include the architect's business name, the responsible architect's name and state license number of the Association approved architect who is signing the plans.

All architects shall visit the office of the Association, and/or the Port Royal project site subject to the architect's plans, with the Committee, and as requested by the Committee, in order to obtain approval of the architect's plans.

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
<i>Note: New Architect/Builder Approval and interview required if last project was greater than 5 years.</i>	

NEW HOME & ADDITIONS/RENOVATIONS GREATER THAN 50% OF EXISTING STRUCTURE	ARCHITECTURE FEE
<i>Includes Hardscape, Landscape, and Pool Plans</i>	
Flat 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	\$ 1.20*Sf>6,000
<i>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.</i>	

MAJOR ADDITION/RENOVATION: 25% - 50% of Existing Structure	ARCHITECTURE FEE
Flat 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.	\$ 1.00*Sf>2,000

MINOR ADDITION/RENOVATION: Less than 25% of Existing Structure	ARCHITECTURE FEE
Includes additions or any changes to exterior such as hardscape, landscape, or pool.	\$ 1,200.00
If multiple revisions made, additional fees will be charged.	

ADDITIONS	ARCHITECTURE FEE
Additions of or changes to columns, gates, walls, fences, generator.	\$ 600.00
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.