

SECTION 23 PROPERTY OWNER'S ASSOCIATION, INC.
26217 Rampart Blvd. – Punta Gorda, FL 33983
Phone (941) 764-6674
Email - admin@deepcreek23.com Website – deepcreek23.com



SINGLE FAMILY BUILDING PERMIT

Contractors and Owners please take note: Deep Creek Section 23 is a Deed Restricted Community. To ensure compliance with the applicable deed restrictions, it is hereby required that a permit application be submitted to the Section 23 POA office, and approved, before construction begins.

Acting on behalf of the Board of Directors, the Architectural Review Committee will review each application to verify compliance with Deed Restriction requirements and established industry standards. The Architectural Review Committee typically meets on the fourth (4th) Thursday of each month.

To be considered for approval, an application must be received in the POA office by the close of business on the Monday prior to the scheduled meeting.

If unusual conditions so dictate and a project has to be constructed with non-compliant features, a letter stating such should be submitted with the application. This letter and application will be reviewed by the committee and forwarded on to the Board for consideration if a variance is needed to allow construction.

The Architecture Committee meetings and Board meetings can be found on Deep Creek Section 23 website calendar (deepcreek23.com).

Delivery : The entire hard copy package, along with the checks, must be delivered or mailed to the POA office.

Required Attached Documents

1. Single Family Building Permit Application (This Form)
2. Clean Site Policy

Required Submittals

1. Surveyors Site Plan
2. Construction Plans
3. Proposed Landscape Plan
4. \$100.00 Application Fee
5. \$2,500 refundable deposit

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SINGLE FAMILY BUILDING PERMIT - APPLICATION

PROPERTY ADDRESS: STREET _____ BLOCK _____ LOT _____

CONTRACTOR: _____ LICENSE #: _____

EMAIL: _____ PHONE#: _____

OWNERS: _____ PHONE #: _____

MAILING ADDRESS: _____

EMAIL: _____

BUILDING HEIGHT: _____ SQUARE FEET UNDER AIR: _____

ROOF: COLOR: _____ TYPE: _____

EXTERIOR COLOR: WALLS: _____ TRIM: _____

(Submit Samples)

NOTES:

- All buildings, structures, additions, or improvements erected or constructed on a building site or lot in PGI Section 23, shall meet the minimum setback limitations of 25 feet in the front, 15 feet in the rear and 7-½ feet at the sides.
- Homes constructed on lots zoned for one single family residential building in PGI, Section 23, shall not have less than 2000 square feet of living area under air. **The home must be completed and ready for occupancy within a twelve (12) month period, commencing the day after the lot is cleared.**
- A 6-month extension may be granted if requested. If an extension is requested beyond the initial 12-month period, a \$ 100 non-refundable administrative fee will be charged, and an additional \$ 2,500 refundable deposit shall be submitted. If the house is not completed within 18 months from the recorded notice of commencement, all deposits may be forfeited by decision of the Board of Directors at a regularly scheduled meeting. The Builder may attend the meeting and speak on his/her own behalf.

Owner Signature _____ Date _____

Charlotte County, FL Permit Issued: Number _____ Date _____

Contractor Signature _____ Date _____

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SINGLE FAMILY BUILDING PERMIT - CHECKLIST

BLOCK _____ LOT _____ STREET ADDRESS _____

This checklist must be included in application package when submitted. NOTE: Incomplete form or inaccurate data will be reason for rejection

MUST BE COMPLETED BY APPLICANT		POA CHECK		COMMENTS
ITEM	DETAIL	INITIALS	DATE	
STARTING DATE				
ROOFING SPECIFICATION, TYPE				
ROOFING SPECIFICATION, COLOR				
EXTERIOR PAINT COLOR				
FRONT SETBACK				
REAR SETBACK				
SIDE SETBACK, LEFT				
SIDE SETBACK, RIGHT				
LIVING AREA UNDER AIR				
ROOF HEIGHT				
CLEAN SITE POLICY				
LANDSCAPE PLAN SUBMITTED				
COUNTY PERMIT # / DATE				
BLUEPRINTS SUBMITTED				
APPLICATION FEE / DEPOSIT				
COUNTY TREE REMOVAL PERMIT				
SECTION 23 LAKEWATER PERMIT				

Permit: **Approved** _____ **Denied** _____

Comments: _____

Approval Signature: _____ Date: _____

CLEAN SITE POLICY

Purpose: Growth in Deep Creek Section 23 is made possible through good relations between the property owner, developer, Contractor, and residents of the Association. A majority of Contractors and Sub-Contractors effectively treat a job site as if it were next to their own home. However, with additional growth inevitable, construction is impacting many people and there are increasing complaints related to drainage problems, materials storage, trash and other litter on the job site. Contractors are required to keep their site neat and organized throughout the construction process. A clean worksite reflects well on our community and presents a view that the Contractor is proud of his construction standards.

Scope: Deep Creek Section 23 Clean Site Policy will deal with external areas of the job site related to litter and debris removal, vegetation maintenance, and drainage affecting the safety and well-being within DC Section 23. Therefore, Deep Creek Section 23 Property Owners Association (POA) will monitor and enforce the following:

1. Maintain portable toilets on each site per Charlotte County regulations.
2. Continuously maintain a proper dumpster on site per Charlotte County regulations. It is not permissible to place a dumpster on a neighboring lot / greenbelt or other common area for any reason. Scheduled removal of debris from the dumpster is mandatory; litter and debris shall not be allowed to escape or be blown from the dumpster. A proper dumpster is defined as one that has four solid sides and a bottom. It may not have wire sides or bottom.
3. All trash must be placed in the dumpster as it is generated. It may not be placed or stored on the ground.
4. Remains of all lunches, snacks or other meals must be immediately placed within an appropriate container to be removed by the Contractor and not left to become scattered.
5. Construction debris such as broken tiles, wood scraps and concrete block shall be REMOVED from the jobs site on a timely basis.
6. Orderly stacks or grouping of building materials shall be contained to the building site only.
7. All required silt fences must be maintained to prevent eroded dirt from entering canals, lakes and swales. Further all dirt piles or mounds shall require a silt fence to protect the swales, waterways and other developed or vacant lots.
8. A proper drainage path must be maintained in the swale between the home site and the road and/or waterway to permit proper drainage. Contractors will be

required to repair any damage made to swales, greenbelt, and/or vacant lots.

9. All vegetation shall be maintained throughout the duration of the project. Mowing and weed trimming is expected as appropriate.
10. Construction vehicles shall not be parked on or transgress private lots or greenbelt areas as a convenience for the operator. Vehicles shall be parked along the roadway or easement whenever it is not possible to park on the job site.
11. **Hurricane/Natural Disaster Clause: If Deep Creek Section 23 is within the “24 hour cone” of a hurricane, the Contractor will perform the following:**
 - * **Empty all trash containers/dumpsters or secure such containers with a tarp or other method to prevent missile hazards.**
 - * **Locate all construction materials within the work site to eliminate missile hazards.**
 - * **Remove any Port-a-Potties” or other structures from the work site.**

Procedure:

1. During the course of a DC Section 23 building permit application the Contractor is required to submit a refundable deposit made payable to: Deep Creek Section 23, 26217 Rampart Boulevard, Punta Gorda FL 33983 along construction plans and other required submittals. This refundable deposit will be placed in a non-interest-bearing account linked with the particular home site.
2. Upon project completion a Certificate of Occupancy for the particular home is submitted to Deep Creek Section 23, and the refundable deposit (subject to paragraph 3 below) will be refunded to the Contractor under the same entity that submitted the check.
3. **If any of the above requirements of this Clean Site Policy are violated, Section 23 POA will inform the Contractor via telephone or email of the nature of the violation together with a request to correct the problem. If the Contractor has not made other arrangements with the POA within 48 hours (two business days), the POA will take action to correct the problem at the Contractor’s expense. The Contractor will be provided with an invoice for work / services performed. Should this expense exceed Contractor Funds on hand, with Section 23 POA, an additional refundable deposit will be required from the Contractor.**

Owner Signature _____ Date _____

Contractor Signature _____ Date _____

Adopted: February 27, 2020

Amended: May 20, 2021