



# ORCHID ISLAND

GOLF & BEACH CLUB  
COMMUNITY ASSOCIATION (P.O.A.), INC.  
ARCHITECTURAL REVIEW COMMITTEE

## **A Step-by-Step Guide for “Generator Application”**

### **Purpose**

To help those wishing to install a generator understand the many steps necessary to install an approved system. **Warning!** There is nothing easy about the process. Please understand that a majority of Orchid home sites do not have a suitable place to install a generator. There are many State and County Codes restricting the location of generators and propane gas tanks. Please check with the Town of Orchid for their most recent Generator Guidelines. Always contact the ARC office if there are questions.

### **Preparing the Application**

The ARC “Generator Specifications & Installation Requirements” is the application to be used for ARC approval prior to commencing any construction for generator installation.

As a practical matter the project initially needs a coordinated involvement of three key professionals in order to prepare and fill-out the “generator application”:

- a) Electrical contractor
- b) Propane gas tank provider/installer
- c) Surveyor

The Owner must act as the coordinator to get this process completed.

### **Considerations & Actions by the Owner**

- a) Talk with your electrical contractor regarding all the aspects of the generator, the concrete slab and the location.
- b) Talk with your gas company regarding the propane tank size, location and hookup to the generator.
- c) Inform the electrical contractor and the gas company of the ARC application section that they need to fill out that must conform to the Florida Building Code, the Electrical Code, the NFPA (National Fire Prevention Act) #37 and ARC requirements (give them the “Summary of Generator Requirements, Specifications & Installation” form).
- d) Talk with the surveyor regarding a “preliminary” location for the generator and the gas tank; stake out both “proposed” locations (electrician can rough stake generator, gas company can rough stake underground tank).
- e) Contact the neighbor nearest the proposed generator location informing the neighbor of the project, the location of the generator and obtain a letter of “no objection” from that neighbor.

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When above items “a) – e)” are completed, as a convenience to the Owner, the ARC may with adequate notice and request from Owner take a look at those locations and offer a non-binding opinion regarding the likelihood of approval of the Owners staked out proposed slab location for the generator.

- f) Have the surveyor prepare the required drawing showing the locations of the generator and gas tank identifying:
- Flood elevation for the subject property
  - Slab elevation for the structure
  - Proposed generator slab elevation
  - Distance from proposed generator slab to structure
  - Distance from proposed generator slab to adjacent property lines
  - Distance from proposed generator slab to adjacent walls, equipment, etc.
  - Distance of proposed generator slab to nearest window, door or opening
  - Proposed location of LP (propane) gas tank or locate if prior installed to this application

Refer to the sample surveyor’s site plan showing a generator and propane tank.

- g) Have the ARC “Generator Specifications & Installation Requirements” application filled out by the contractor(s). The manufacturer’s specifications for the generator are required with submission of the form.
- h) **Submit the ARC application and check** in the amount of \$1,000 which allocates \$500 for Review Fee and \$500.00 for the Refundable Deposit. Please make the check payable to the “Orchid Island Golf and Beach Community Association., Inc.” and attach the check to the ARC generator application. The Deposit is subject to penalties and fines and will only be returned when all requirements are met.

## Approval Process

- a) Approval to proceed with construction begins with an ARC letter of approval stating that you may proceed to the Town of Orchid to request the applicable permits for generator installation. All information must be filled out accurately and completely (with manufacturer specifications attached) so that an assessment of the project can be made. **No construction may begin until the appropriate permits have been issued as follows:**
- Electrical Permit
  - Gas Permit
  - Building Permit – only needed for a separate slab installation or required stem-wall/footer/foundation; not needed if the slab is included with the generator.
- b) Final approval after the construction: Please request an ARC on-site Final Review and approval of the generator installation prior to proceeding to the Town of Orchid to request a review from the Town Building Inspector.
- c) Upon approval from the Town Building Inspector, a “Certificate of Completion” will be issued for the project by the Town of Orchid.

Please remember that final approval from ARC also includes the requirement of approved landscape screening around the generator. This is an important aesthetic issue because it affects the community visibility standards of Orchid.