

## UNIVERSITY OF FLORIDA

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### ON-CAMPUS FRATERNITY/SORORITY PLANNING AND CONSTRUCTION GUIDELINES

The following procedures and requirements (hereinafter referred to as the Guidelines) are to be followed by any fraternity or sorority planning to construct a new house on an unimproved lot on campus of the University of Florida (UF), or to renovate, or to make additions to an existing house on campus, if the planned renovation or addition will substantially affect any foundation, electrical or mechanical system, floor, wall or roof of the existing house. For purpose of these guidelines, "campus" includes the main UF campus and Sorority Row properties that are on state-owned land or land governed by deed restrictions that bind the property to UF rules and regulations.

#### I. Planning Phase

- A. Fraternity/Sorority projects that propose to construct or modify an on-campus house must first notify UF Office of Sorority and Fraternity Affairs of their intent and provide a description of the project. This office will review the request for concept approval based on the organization's standing in the UF Greek community and other administrative factors. The Office of Sorority and Fraternity Affairs will then refer projects to the Planning, Design and Construction Division (PDC). The PDC Division will assign a project liaison to shepherd the project design through reviews by the appropriate committees and administrators.
- B. The Fraternity/Sorority (hereinafter referred to as the Owner) must advise PDC of any variance from the applicable deed or sublease restrictions such as number of beds, setbacks, etc. that are required for the proposed project. PDC and Office of the General Counsel shall review the requested deed or sublease modification. Deed modifications shall be submitted and approved by the Board of Trustees of the Internal Improvement Trust Fund via the Department of Environmental Protection, Division of State Lands, with a written letter of support from the University President or designee. Sublease modifications shall be approved by the University President or designee.

#### Setback Guidance:

- Under no circumstances shall the interior side setback be less than 7.5' nor street side setback be less than 10'.
  - Front setback modifications will be evaluated on whether they establish or maintain a consistent build-to line with existing structures.
  - Rear setbacks shall seek to maximize space available for onsite service and parking.
- C. PDC shall provide a review of campus master plan consistency issues for consideration in the design process (except in those instances where a planned renovation will not expand the outer perimeter of the walls, porches, overhangs, steps or paved areas of, or on the lot of an existing house).
  - D. The Owner is strongly encouraged to incorporate sustainable ("green") design and construction strategies, systems, equipment, and materials. The Owner or Owner's representative should consult PDC staff early in the planning and design phase for technical assistance and best practices.
  - E. The Owner shall ensure the following information is provided to PDC:

1. Names of the President, chairperson of the fraternity/sorority house corporation, and faculty adviser.
2. Approval for the construction from its National organization.
3. The name(s) of the owner of the buildings and name(s) of the official owner's representative for all matters regarding the project. If the owner's representative is not an officer of the corporation, the corporation must provide proper authorization for the individual to act on behalf of the corporation.
4. A detailed explanation of all planned improvements to the property.
5. Electronic copies of surveys and/or revised property description for use by the university in amendments to the property lease as may be required.

## II. Design Phase

- A. All construction documents shall be prepared by an Architect/Engineer licensed to practice in the State of Florida.
- B. All construction documents shall be in accordance with all applicable codes as administered by the UF Division of Environmental Health and Safety (EH&S).
- C. The minimum requirements for construction documents shall consist of:
  1. Site Plan (except in those instances where a planned renovation will not expand the outer perimeter of the walls, porches, overhangs, steps or paved areas of, or on the lot of an existing house). The Site Plan documents shall include existing conditions survey with a tree survey indicating the size, species and condition of existing trees greater than three inch diameter at breast height (DBH);
  2. Construction Drawings;
  3. Specifications that include and incorporate all relevant sections of the University's non-technical specifications that prescribe the requirements and conditions for working on campus; and
  4. Proposed Contracts, including the Owner-Architect/Engineer and Owner-Contractor Agreements.
- D. Design Considerations:
  1. Driveways must provide an appropriate driveway apron. Driving over sidewalks and curbs is not allowed. Parking configurations must accommodate vehicles turning around on site such that backing out of driveways into a public street is not allowed. Driveway permits shall be obtained from the appropriate authority – FDOT, City of Gainesville or via EH&S site plan approval for campus streets.
  2. Bicycle parking is required onsite per UF Design and Construction Standards. Onsite motor vehicle parking (including scooters) is encouraged but not required. Vehicular parking is only allowed on interior side lot lines and rear lot lines not visible from a public street. All on-site parking controlled by the house corporation must be accommodated on the house property not on UF property, and be approved by UF's Transportation and Parking Services. Construction of driveways or other features that require permanent loss of parking on UF property must be approved by the university and will require mitigation per UF policy.
  3. Temporary, relocatable and horizontal features are allowed within setbacks (e.g. condensing units, dumpsters, parking, sidewalks, ADA ramps) pending design review and approval. Patios, terraces, porches, decks and similar features without a roof structure may be allowed

pending design review and approval. Open porches with roofs are not allowed within setbacks because they could be constructed with upper floors or be enclosed at a later date. Existing encroachments in violation of this policy and existing deeds will be addressed during reviews of proposed modifications to existing structures.

4. Consistent with the UF Design and Construction Standards, sorority and fraternity projects are subject to UF tree protection standards and mitigation policies.

- E. Designs for new construction or major renovation of sorority/fraternity houses must be presented by the Owner and/or its design professional to several faculty-based University committees during the schematic design stage. PDC will facilitate scheduling these presentations and distributing project-related information in advance. Such information must be provided by the Owner and/or its design professional at least one week before each presentation and should include a narrative description of the project, exterior renderings, and a site plan.

Review committees typically meet once per month, so project schedules should anticipate approximately 45 days for review by all committees. Recommendations for approval, conditional approval, or rejection shall be given after each committee meeting. Complex projects or those given conditional approval by a committee may be required to present at multiple design phases. Committee recommendations are provided to the VP for Business Affairs for final approval. Presentations must be made to the following committees, as applicable:

1. Land Use and Facilities Planning Committee
2. Lakes Vegetation and Landscape Committee
3. Transportation and Parking Advisory Committee
4. Preservation of Historic Buildings and Sites Committee

- F. Construction Documents review:

1. Prior to the commencement of any construction, an electronic copy and four printed sets of construction documents shall be submitted to PDC for review.
2. Two of the four sets must be signed and sealed by the Architect/Engineer of record for review and approval by the Authority Having Jurisdiction, which is UF Environmental Health & Safety (EH&S).
3. PDC staff will distribute other sets or portions of the electronic documents internally as needed and will strive to return all review comments within 20 business days (four weeks).

### III. Construction Phase

It is the responsibility of the Owner of the building and all improvements to the property to ensure that:

- A. All construction work shall be done by a general contractor (hereinafter referred to as the Builder) licensed by the State of Florida to do such construction. The Builder shall comply with the University's construction permitting and code compliance inspection program. The Constructor shall contact EH&S to determine the building-permitting fee and obtain approval of the inspection plan prior to mobilizing for construction on campus. An EH&S-issued building permit is required prior to the start of the construction.
- B. The University recommends to Owner that it consider obtaining a payment and performance bond for the project. The project may be liened under Florida Law, as any other private construction project.
- C. The Builder shall perform background checks on all workers prior to commencement of construction as per the current edition of the University's "non-technical" specifications.

- D. The Architect/Engineer who prepares the plans shall be required to make, and shall be responsible for, all site inspections, approvals of phases of construction and payment authorizations; and, further, shall allow the University complete access to the construction site for inspections that the University, primarily PDC, EH&S, PPD, and UFPD may deem necessary or appropriate.
- E. At the time of substantial completion, the Architect/Engineer and the Builder shall demonstrate to PPD that all plumbing, mechanical, electrical systems specified in the construction documents are performing as specified.
- F. The Builder shall obtain a Dig Permit from PPD prior to any digging on or near the site. Any repairs or connections to University utility services must conform to PPD standards and be noted in accurate as-built drawings provided to PPD.
- G. Promptly after completion of all construction and the demonstration required in Article II.F above, the Architect/Engineer shall furnish to PDC a record copy of the specifications and as-built drawing files in AutoCAD or Revit. This project documentation shall be provided in addition to the contractual requirements between the Owner and its Architect/Engineer consultant at no cost to the University.

#### **IV. Utilities**

The cost to extend utility services (water, electricity, sanitary sewer, storm sewer, telephone, etc.) to the new construction shall be borne by the Owner. Additionally, the Owner shall pay an incremental or proportional cost of any utility facilities improvement made necessary by the construction. The cost of extending utilities shall be guaranteed by the house corporation. The architect/engineer shall confer with PPD to determine the requirement for metered utility. To the extent that the project receives utility services from the University, the architect/engineer shall conform to these Design & Construction Standards and related utility policies for utilities infrastructure design. During the design phase, utility demand load calculations shall be provided to PDC for distribution to the Physical Plant Division to ensure system capacity. During the construction phase, PPD shall receive a copy of all site and utility-related submittals.

#### **V. Guarantee**

Any Owner undertaking any construction project subject to the procedures and requirements set forth in this document, guarantees that the construction project will be performed and completed in strict compliance with the approved construction documents. The guarantee shall be provided by the house corporation or the national organization. If neither corporation has sufficient assets, personal guarantee shall be provided.

#### **VI. Disclaimer**

As a condition precedent to proceeding with any construction project, each Owner undertaking any project subject to the terms of these guidelines and construction documents, acknowledges and agrees that neither the University (acting for and on behalf of the Board of Trustees) nor any of its employees or agents shall assume any responsibility or liability of any kind or nature for inferior or negligent construction of the project, for personal injury or death to any person or damage to property because of having approved the construction documents, regardless of whether the construction documents contain defects of any kind or nature, damages caused by negligent acts even if they do not arise out of construction documents; and assumes no obligation to inspect the various phases of construction of the project.

Similarly, although the University may inspect the project, it shall assume no responsibility or liability of any kind or nature whatsoever for injury or death to any person or for property damage as a result of any defect in construction or deviation in the construction of the project from the construction

documents.

If the Builder deviates in the construction of the project from the construction documents, failure to inspect the project or to object to such deviation at the time of any inspection by the University shall not constitute an approval by the University to such deviation or prohibit the University from thereafter requiring the deviation to be corrected so as to be in strict compliance with the construction documents and the applicable codes and standards; and it shall not release the Owner conducting such construction project of its guarantee to conform to the approved construction documents.

END OF SECTION