



## Commercial Property Member

### MINOR PROJECTS

Design Review Fees \$0-\$2,500

Supervisory Fees \$0-\$750

### MAJOR PROJECTS

Design Review Fees \$5,000 to \$10,000

Supervisory Fees - \$1,000 to \$2,500

### LANDSCAPE PROJECTS

Design Review Fees \$0-\$2,500

Supervisory Fees \$0-\$750

Dear Commercial Member:

The Pelican Bay Foundation Design Review & Covenants Department is responsible for architectural controls for Pelican Bay. It is important to be aware of the Design Review Approval Process, what is required, the timing of projects and obtaining approval prior to the commencement of any work.

All exterior projects require Foundation approval and no work may be commenced until written approval from the Foundation has been granted and all fees have been paid (Design Review Fees and Supervisory Fees). Exterior projects may include, but are not limited to, any alterations, renovations, changes, or demolition to any building, carport, garage, parking lot, landscaping, tree removals, signage (entry signage, building signs, monument signs), etc.

Before contemplating any exterior project we recommend you review the Design Review Guidelines, as well as the Construction Guidelines, to familiarize yourself with the process, requirements, and conditions for a project submittal. The Design Guidelines can be found on the Pelican Bay Website ([www.pelicanbay.org](http://www.pelicanbay.org)) on the Covenants Page. If you have any questions relative to the process, fees, requirements, or type of project you should submit, please feel free to call the Design Review & Covenants Department.

Depending on the type and scope of your project, an Application along with supporting documentation and/or plans for must be submitted at least thirty (30) days prior to the anticipated start date of your project. If it is determined your project must go before the Design Review Committee, the plans and any required fees must be submitted on the 15<sup>th</sup> day of the month preceding the next regularly scheduled Design Review Committee Monthly Meeting in order to be included on the Agenda for that meeting. These projects must go through a four-step process (as outlined in the Guidelines) and depending on the timeliness of each submission and the review process, you should anticipate anywhere from 60-120 days to achieve approval. Two presentations will be required to be made in front of the Design Review Committee relative to your project during the process. We encourage you to anticipate your project by keeping the timing of the approval process in mind to avoid any delays to your project.

If you have any questions as to what constitutes an exterior project that may need review/approval or if you have any questions concerning the design review process, please feel free to call the Covenants Department for clarification at 239-596-6180, ext. 230.

Sincerely,

*Lisa Warren*

Lisa Warren,  
Director of Design Review & Covenants