



**MULTI-FAMILY
COA, POA, HOA OR MASTER ASSOCIATION**

MAJOR PROJECTS

Design Review Fees- \$2500-\$10,000*

Supervisory Fees - \$500-\$2,500*

LANDSCAPE PROJECTS

Design Review Fees- \$1,500-\$2,500*

Supervisory Fees - \$500-\$750*

MINOR PROJECTS

No Fee Required*

- **All Fees are dependent on Scope of Project**

Dear COA, HOA, POA or Master Association Member:

The Pelican Bay Foundation Design Review & Covenants Department is responsible for the administration and enforcement of the governing documents; maintaining architectural controls within the community; and ensuring all members, associations and contractors are aware of the rules and what is required while working within Pelican Bay.

In accordance with the governing documents, all exterior projects require written approval from the Foundation, as well as the approval of the Neighborhood Association Board of Directors or ARC Committee. Exterior projects may include, but are not limited to, any alterations, renovations, changes, or demolition to any the exterior of any building, roof deck, carport, garage, gate house, pool deck, clubhouse, parking lot, landscaping, tree removals, entry signage, cooling towers, antennas, roofing, painting, etc.

It is important to be aware of the Design Review Approval Process, what is required, the timing of projects, how to obtain approval and once approved the requirements for working in Pelican Bay. We recommend you review the Design Review Guidelines and the Construction Guidelines, to familiarize yourself with the process, requirements, and conditions for a project submittal prior to contemplating any exterior project. The Design Guidelines can be found on the Pelican Bay Website (www.pelicanbay.org) on the Covenants Page.

Plans for Minor Projects and Landscape Projects must be submitted at least thirty (30) days prior to the anticipated start date of your project. Depending on the scope of your project, it may be reviewed in-house, by our Professional Advisors or turned over to the DRC for review. A Design Review Fee and a Supervisory Fee may be required. We encourage you to anticipate your project by keeping the timing of the approval process in mind.

Depending on the 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 15th 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