



SINGLE FAMILY HOMOWNER AND MULTI-FAMILY UNIT OWNER

MINOR PROJECTS
No Fee Required*

LANDSCAPE PROJECTS
Design Review Fees- \$750*
Supervisory Fees - \$250*

**TEARDOWNS/REBUILDS OR
MAJOR RENOVATION PROJECTS**
Design Review Fees- \$1500-\$2500*
Supervisory Fees - \$250-\$1000*

*All Fees are dependent on Scope of Project

Dear 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 owners 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 your Neighborhood Association. 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. As a reminder, no work may be commenced until written approval has been granted and all fees have been paid (Design Review Fees and Supervisory Fees), if applicable

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. 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.

There are three types of projects that require approval:

Minor Projects: These projects are minor in scope and no Design Review Fee or Supervisory fee is typically required (depending on the scope of your project). The application should include the submission of all specs, materials, colors and scope of the project along with a survey, if applicable. Plans for Minor Projects should be submitted at least thirty (30) days prior to the anticipated start date of your project. We encourage you to anticipate your project by keeping the timing of the approval process in mind to avoid any delays in your project.

Landscape Projects: these projects may include major changes to your landscape and/or hardscape. Depending on the scope of the of your project, your submission may require landscape plans, hardscape plans, stormwater plans, a boundary survey and/or topographical survey. Plans for Landscape Projects must be submitted at least thirty (30) days prior to the anticipated start date of your project. Your project may be reviewed our Professional Advisors or turned over to the DRC for review. A Design Review Fee and Supervisory Fees will be required. We encourage you to anticipate your project by keeping the timing of the approval process in mind to avoid any delays.

Major Projects: These projects are considered "major" in scope and require a Design Review Fee and Supervisory Fees to be paid. Major Projects include projects that contemplate major home renovations, teardowns, demolition or rebuilding. Depending on the scope of your project, your submission may require architectural plans, building plans, landscape/hardscape plans, stormwater plans, a boundary survey and/or topographical survey. Your project may be reviewed our Professional Advisors or turned over to the Design Review Committee for review. Plans for Teardowns/Rebuilds or Major Renovation Projects 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 in the process. We encourage you to anticipate your project by keeping the timing of the approval process in mind to avoid delays.

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