



**MINOR PROJECT APPLICATION
FOR MULTI-FAMILY, HOA, POA, COA &
MASTER ASSOCIATIONS**

MINOR EXTERIOR PROJECT APPLICATION

Minor Projects shall include, but are not limited to the following:

Association Name: _____ Member Number: _____
 Association Mailing Address: _____
 Association Contact: _____ Title: _____
 Association Email: _____ Office Phone: _____ Cell Phone: _____
 Association Board Approval Required: ____ Yes ____ No Master Association Approval Required: ____ Yes ____ No
 Proposed Start Date: _____ Proposed Completion Date: _____
 Authorized Signatory for Association: _____ Date Submitted: _____

No Fees Required*

Flag or Flagpole Installation		Temporary Structures
Mailbox Replacement		Tree Removal (no more than 1 tree)
Signage for Common Property (parking signs, alligator habitat, no fishing)		Other: Describe scope of project below to determine if fees required

Describe in detail the scope of your project, including a written list of all specs, types, colors, etc., for all *materials being used*:

The following items are required to be submitted to the Foundation for Review and Approval:

1. Completed Design Review Application.
2. Copy of Board Meeting Minutes approving the project.
3. Signature of Board President or ARC Chair on form below.
4. Written Scope of Project, including specs, colors, materials, etc., to be used for project.
5. Copy of Survey showing location of project, if required.

**Please Note: If the Director of the Covenants Department determines this is not a Minor Project, but rather a Major Project, based on the scope of the project, Design & Supervisory Fees may apply. All fees must be paid before any approvals will be granted; additional fees may be incurred for changes and/or re-reviews and will be the responsibility of the applicant.*

ASSOCIATION APPROVAL:

Association Name: _____

Signature: _____

Title: _____
(Must be Board President or ARC Chair Signature)

Date: _____

FOUNDATION APPROVAL:

Pelican Bay Foundation, Inc.

Signature: _____

Title: _____

Date: _____