



**MINOR LANDSCAPE PROJECT**

**Homeowner's Association (HOA) Member  
Condominium Association (COA) Member**

Dear 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. Before starting any project, we recommend you review the following documents on the Pelican Bay Website on the Covenants Page to ensure you submit a complete package:

1. Design Review Guidelines for Landscape Projects
2. Landscape Plan Requirements Checklist
3. Construction Guidelines

The Design Review & Covenants Department has 30 days to review your project. We encourage you to anticipate your project by submitting for approval at least thirty (30) days prior to your proposed start date. The 30-day review process does not begin until all required items have been submitted, incomplete or missing items from your submission will delay your process and the 30-day review period will not commence until all required items have been received. The following items must be submitted for review:

1. Completed Design Review Application for Minor Landscape Projects.
2. Association Approval or Architectural Review Committee approval (copy of Board Minutes approving project or ARC Committee Approval).
3. Executed copy of Construction Guidelines (must be signed by you and your contractor).
4. Two (2) sets of landscape plans, signed and sealed by a Registered Landscape Architect (1 hard copy, 1 digital copy).
5. If removing trees, a letter from a Certified Arborist advising why the tree is being removed (disease, safety issue, exotic).
6. Design Review Fee in the amount of \$500.
7. Proposed start and completion date.
8. If a dumpster or port-o-let will be required on site during your project. (See Construction Guidelines for details on placement, screening requirements and emptying).

As a reminder, all exterior projects require Foundation approval and no work may be commenced until written approval from the Foundation has been granted. If you have any questions as to what constitutes a Minor Landscape Project or if you need approval for a project you are anticipating, or 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



# DESIGN REVIEW APPLICATION MINOR LANDSCAPE PROJECTS (HOA AND COA)

Neighborhood Association: \_\_\_\_\_  
 Site Address: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Pelican Bay Unit #: \_\_\_\_\_ Block: \_\_\_\_\_ Site #: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_ Member #: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Architect: \_\_\_\_\_ Builder: \_\_\_\_\_  
 Landscape Design Architect: \_\_\_\_\_ Work to be done by:  Self  Contractor  
 Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_  
 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The following items must be submitted to initiate the Landscape Design Review Process**

- \_\_\_\_\_ Completed Design Review Application (this form).
- \_\_\_\_\_ Design Review Fee in the amount of \$500 payable to the Pelican Bay Foundation. Inc.
- \_\_\_\_\_ HOA Board Approval Letter or signature by Board President/ARC Chair at bottom of this form, if applicable.
- \_\_\_\_\_ Copy of survey of property, including legal description.
- \_\_\_\_\_ Two (2) complete sets of Landscape Plans (1 hard copy set signed and sealed by Landscape Architect or Engineer and 1 Digital set with electronic seal and signature of Landscape Architect or Engineer).
- \_\_\_\_\_ Letter from Arborist may be required for tree removals.

**In order to avoid delays and re-review fees, please be sure your Landscape Plans include the following:**

- \_\_\_\_\_ The plans must reflect address of property, north orientation arrow, scale, set-back lines, property lines, easements, fencing or walls, grading, elevations, drainage, irrigation and lighting plans.
- \_\_\_\_\_ **Planting Plan:** must reflect County required number of native trees per lot (including canopy trees); use of Xeriscape principals in the grouping of plant communities; plant legend to include key, quantity, Botanical and common names, specifications, sizes, spacing, native or non-native and water demands (refer to South Florida Water Management Guide for water requirements); Plant quality must be FSL #1 or better as listed in Florida Grades and Standards); type of grass/sod to be used; all required screening and buffering to be identified as such (all equipment pads, fencing and walls must be buffered or screened; drive, walkways, courtyards, deck materials to be listed along with specifications, materials, dimensions, patterns and colors; landscape features and details including fountains, ponds, water features; protection of existing vegetation and method of protection along with other planting details; reflect all existing or required street trees; reflect all existing utilities and utility easements; and include a Note on the plant with instructions to call "Sunshine State One Call of Florida" before any work begins.
- \_\_\_\_\_ **Grading and Drainage Plan:** must reflect existing grades at property corners, crown or rad, finished floors or homes, garage and lanai; provide direction of drainage demonstrating that no run-off will impact adjoining or neighboring properties; reflect any detention/retention areas; site grading minimums for street flow (all surface water runoff must be properly handled and cause no ponding, erosion or unfavorable impact on adjacent sites; grading and drainage must conform to water management system criteria as permitted by Pelican Bay Services Division; and include a Note on the plans to call "Sunshine State On Call of Florida" before any work begins.
- \_\_\_\_\_ **Irrigation Plan:** must reflect 100% head to head coverage; reflect controller and rain sensor locations; proposed valve locations; split zones between turf and plants; placement of irrigation heads; individual run times and total run times of the system; gallons per minute for individual zones; include a note stating "No irrigation head closer than 12" of the foundation and instructions to call "Sunshine State One Call of Florida" before any work begins; (the use of drip and micro set irrigation is encouraged).
- \_\_\_\_\_ **Lighting Plan:** must reflect type of lighting to be used (up lights, path lights, etc.); number of lights to be included; placement of lighting; type of controls, operation, installation, specifications and voltage of lighting.

**Owner Information**

It is important to be aware of the following when working in Pelican Bay:

*The Review Process will not commence until all required items have been submitted.*

*Design Review Fees are determined on the scope of your project and additional fees may be incurred for changes and/or re-reviews and are the responsibility of the Property Owner and must be paid prior to the issuance of any approvals.*

*All projects must comply with Pelican Bay Foundation Construction Guidelines.*

*It is the Property Owner's responsibility to ensure all Contractors are aware of the Construction Guidelines and Owner will be held liable and responsible for any violations caused by any and all Contractors.*

Any dumpsters on site during project? Yes \_\_\_ No \_\_\_

Any port-o-lets on site during project? Yes \_\_\_ No \_\_\_

(Approval , Placement and Screening Required -- See Construction Guidelines for details)

**HOA Association Approval**

Association Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

*(Must be Board President or ARC Chair Signature)*

Date: \_\_\_\_\_

**Foundation Approval**

Pelican Bay Foundation, Inc.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_