



## DESIGN REVIEW APPLICATION

Pelican Bay Foundation – Design Review & Covenants Department  
6251 Pelican Bay Boulevard, Naples, Florida 34108  
239-596-6180, ext. 230

Owner Name: _____	Member #: _____
Site Address: _____	
Neighborhood Association: _____	Parcel #: _____ Pelican Bay Unit #: _____ Block: _____ Site #: _____
Owner Mailing Address: _____	State: _____ Zip Code: _____
Owner Email Address: _____	Home Phone: _____ Cell Phone: _____
Architect: _____	Builder: _____
Proposed Start Date: _____	Proposed Completion Date: _____ Work to be done by: <input type="checkbox"/> Self <input type="checkbox"/> Contractor
Owner Signature: _____	Date Submitted: _____

Member Type:

- Single Family Home Owner
- Condominium Owner (condo, villa, high-rise)
- Commercial Property Owner
- Condominium Association (COA)
- Homeowner's Association (HOA)

Project Type and Fees

- Demolition - \$2,500
- Tear-down and Rebuild - \$2,500
- Renovation - \$2,500
- Major Project Under 300 Square Feet - \$1,250
- Major Project Over 300 Square Feet - \$2,500
- Other: \_\_\_\_\_

### **Step 1. PRE-APPLICATION MEETING. (REQUIRED)**

### **Step 2. PRELIMINARY CONCEPT PLANS REVIEW (REQUIRED):**

- Design Review Application
- Design Review Fee payable to The Pelican Bay Foundation (see above)
- Present Preliminary Concept Plans at upcoming DRC Meeting (PowerPoint Presentation of plans and concepts) (provide 5 hard copies of Presentation for DRC Board Members review)
- Two (2) sets of "preliminary concept" schematic site plans, one (1) digital PDF and one (1) hardcopy, to include:
  - o Colored Architectural Renderings of the front and rear of the proposed project
  - o Aerial view of the existing property and the adjacent structures on either side
  - o Front elevations reflecting the existing home and the neighboring homes on either side
  - o Front elevation to scale reflecting the relationship of the proposed structure, both in height and mass
  - o Aerial view of the proposed project superimposed/Photoshopped on the existing site reflecting the adjacent structures to scale, including elevations, heights and setbacks
  - o Front, rear and side elevations of the proposed structure (rear elevations must clearly show any waterfront areas)
  - o Schematic site plan and building floor plans with all setbacks, property lines and easements identified
  - o Preliminary Floor Area Ratio (FAR) calculations (see Section D-5 of the Guidelines for details)
  - o Preliminary Pervious/Impervious calculations (see Section D-6 of the Guidelines for details)
  - o An indication on the plans of the location of air conditioning units, generators, propane tanks, solar equipment, pool equipment, trash receptacles, and other unsightly utilities, and plans for sign and sound barriers
  - o An indication on the plans of the location of all proposed walls, enclosures and/or fencing and plans for sight barriers
  - o Colored renderings of the proposed hardscape plans
  - o Colored renderings of the proposed landscape plans
  - o Logistical plan, including parking plan for contractors/subcontractors (including off-site plan), perimeter fencing, storage of materials, dumpster location, port-o-let location, and maintenance plan for lot during construction
  - o Evidence of Neighborhood Association Conceptual Approval, if applicable
  - o Estimated project timeline

**Step 3. DESIGN PROPOSAL REVIEW (REQUIRED):**

- Two (2) sets of “design proposal” plans (signed and sealed by the licensed design professional of record), one (1) digital PDF and one hard copy, to include:
  - Colored Architectural Renderings of the front and rear of the proposed project
  - Aerial view of the existing property and the adjacent structures on either side
  - Front elevations reflecting the existing home and the neighboring homes on either side
  - Front elevation to scale reflecting the relationship of the proposed structure, both in height and mass
  - Aerial view of the proposed project superimposed/Photoshopped on the existing site reflecting the adjacent structures to scale, including elevations, heights and setbacks
  - Front, rear and side elevations of the proposed structure (rear elevations must clearly show any waterfront areas)
  - Schematic site plan and building floor plans with all setbacks, property lines and easements identified
  - Preliminary Floor Area Ratio (FAR) calculations (see Section D-5 of the Guidelines for details)
  - Preliminary Pervious/Impervious calculations (see Section D-6 of the Guidelines for details)
  - An indication on the plans of the location of air conditioning units, generators, propane tanks, solar equipment, pool equipment, trash receptacles, and other unsightly utilities, and plans for sign and sound barriers
  - An indication on the plans of the location of all proposed walls, enclosures and/or fencing and plans for sight barriers
  - Colored renderings of the proposed hardscape plans
  - Colored renderings of the proposed landscape plans
  - Proposed Civil Stormwater Plan (Type I or II depending on impervious calculations) prepared by a licensed Civil Engineer which includes site grading plan and drainage plan (see Section D-6 and D-7 Stormwater Management
  - Current Topographic Boundary Survey of the property, prepared by a licensed surveyor that reflects property lines, setback lines, easement locations, rights-of-way, flood zone, existing contour lines indicating the shape and elevation of the land over the entire parcel, showing high points, low points, grade changes and at sufficient intervals to represent the general character of the terrain
  - A statement of exterior building materials and colors to be used, including exterior walls, doors, windows (including glass type), shutters, fencing, pavers, stone, wood, trim and roof. Exterior color samples must be included.
  - Proposed Logistical plan, including parking plan for contractors/subcontractors (including off-site parking plan), perimeter fencing, storage of materials, dumpster location, port-o-let location, and maintenance plan for lot during construction
  - Evidence of Neighborhood Association Approval, if applicable
  - Updated proposed project timeline
- Present Design Proposal Plans at upcoming DRC Meeting (for approval to start work on Final Construction Plans) (provide 5 hard copies of Presentation for DRC Board Members review)

**Step 4. CONSTRUCTION PLANS AND SPECIFICATIONS REVIEW (REQUIRED):**

**NOTE: Your Builder must be selected before final approval will be granted**

- Two (2) sets of “Final Construction Plans and Specifications” (signed and sealed by the licensed design professional of record), one digital PDF and one (1) hardcopy to include all items approved in Step 3 above and the following:
  - Final Colored architectural renderings of the front and back of the structure
  - Colored renderings of the Final Hardscape Plans
  - Colored renderings of the Final Landscape Plans
  - Final Civil Stormwater Plan including Pervious/Impervious calculations
  - Final list of exterior building materials and colors to be used, including exterior walls, doors, windows (including glass type), shutters, fencing, pavers, stone, wood, trim and roof. Exterior color samples must be included.
  - Final Logistical Plan including parking plan for contractors/subcontractors (including off-site parking plan), perimeter fencing, storage of materials, dumpster location, port-o-let location, and maintenance plan for lot during construction
  - Final Project Timeline (including anticipated commencement and completion dates).
  - List of contact names, addresses, phone numbers and Collier County license numbers for Construction Team to include architect, engineer, general contractor and on-site Supervisor. List should include after-hours cell number for each
  - Copy of approved Demolition plans and Demolition Permit issued by Collier County

**[Design Review Committee or Covenants Department Use Only]**

**Step 1: PRE-APPLICATION MEETING**

Date of Pre-Application Meeting: \_\_\_\_\_

**Step 2: PRELIMINARY CONCEPT PLAN REVIEW**

Date of Submittal: \_\_\_\_\_

Approved     Approved with Conditions     Rejected

**Step 3: DESIGN PROPOSAL REVIEW**

Date of Submittal: \_\_\_\_\_

Approved     Approved with Conditions     Rejected

**Step 4: FINAL CONSTRUCTION PLANS REVIEW**

Date of Submittal: \_\_\_\_\_

Approved     Approved with Conditions     Rejected

## Owners' Acknowledgments:

I/we understand and agree to the following: **[Initial next to each]**

1. \_\_\_\_\_ that there are architectural requirements and standards addressed in the Design Guidelines and a review process established by the Foundation and I agree to follow them.
2. \_\_\_\_\_ that approval by the Design Review Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
3. \_\_\_\_\_ that approval by the Design Review Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
4. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Design Review Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
5. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Design Review Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and location approved by the Design Review Committee without prior written consent of the Design Review Committee; any variation from the original application must be resubmitted for approval.
7. \_\_\_\_\_ that I authorize members of the Design Review Committee or managing agent to enter upon my property to make routine inspection(s).
8. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the later to occur of (i) final Approval, or (ii) obtaining a building permit, and, if the approval does not specify a maximum period, be completed within 18 months of its commencement, otherwise the approval by the Design Review Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
9. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact the necessary utility companies, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes. The approval of the Design Review Committee satisfies only the requirements of the Foundation.
10. \_\_\_\_\_ that I am responsible for any damage and all cost to repair Foundation Common Area or other property that result from the proposed modification.
11. \_\_\_\_\_ that it is my responsibility and obligation to ensure that modifications are only made within the confines of my property and may not conflict with any recorded easements, and I am solely responsible for ascertaining the location of such property lines and easements. The Foundation and its Design Review Committee members, Board of Directors, employees or agents accept no responsibility for violations of recorded easements and clearance requirements.
12. \_\_\_\_\_ that the proposed change may not adversely affect the drainage in the area so as to impact neighboring Plots.

Owner/Applicant Signature:

\_\_\_\_\_

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