



**MAJOR EXTERIOR PROJECTS**  
**Projects Under 300 Square Feet of Impervious**  
**Change in Footprint**  
**Homeowner**

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 Design Review Guidelines and Construction Guidelines on the Pelican Bay Website on the Covenants Page to ensure you understand the process and submit a complete package.

We encourage you to anticipate your project by submitting for approval at least thirty (30) days prior to your proposed start date. The 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 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 Major Projects.
2. Approval from your Association or Architectural Review Committee.
3. Written detailed Scope of Project.
4. Copy of survey for property.
5. Plans, Drawings, Schematics, for Project.
6. Specs, materials, colors, etc. to be used for your project.
7. Stormwater Plan, if applicable
8. Design Review Fee in the amount of \$1250.00.
5. Proposed start and completion date.
6. 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 exterior project or if approval for a project you are anticipating is required, 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**  
**MAJOR EXTERIOR PROJECTS – UNDER 300 SQUARE FEET**

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

***For Projects with Changes in Footprint of 300 Square Feet or Less***  
***\$1250 Design Review Fee Required\****

*\*Please Note: Additional Design Review Fees may apply to your project. Fees are determined on the scope of your plan and are payable to the Pelican Bay Foundation, Inc. All fees must be paid upon submission of the required items and before any approvals will be granted; additional fees may be incurred for changes and/or re-reviews and will be the responsibility of the owner*

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

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

1. Completed Design Review Application.
2. HOA or ARC approval, if applicable.
3. Scope of Project.
4. Plans, Schematics, Drawings for project.
5. Specs, colors, materials, etc., to be used for project.
6. Copy of Survey.
7. Stormwater Plan, if applicable.
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).
9. Design Review Fee in the amount of \$1250 payable to the Pelican Bay Foundation, Inc.

**ASSOCIATION APPROVAL:**

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

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

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

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

**FOUNDATION APPROVAL:**

Pelican Bay Foundation, Inc.

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

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