



EXTERIOR PROJECT APPLICATION

Property Owner Name: _____		Member #: _____	
Property Address: _____			
Mailing Address: _____			
Email Address: _____		Office Phone: _____	Cell Phone: _____
Landlord Name: _____		Tenant Name: _____	
Property Management Company: _____		Property Manager Name: _____	
Email Address: _____		Office Phone: _____	Cell Phone: _____
Property Owner Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		Landlord Approval Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Start Date: _____		Proposed Completion Date: _____	
Property Owner Signature: _____		Date Submitted: _____	

PROCESS AND FEE REQUIREMENTS

Project Type	Requirements	Review Fee* Due at Time of Application	Supervisory Fee Due at Time Final Approval
Commercial Minor Project – Painting Buildings, New AC Units on Roof, Paver Project, New Roof, etc.	Must Provide Scope of Project and include all specs, materials, colors, etc.	\$0-\$2500	\$0-\$750
Commercial Major Project – Renovation of building, building a new building, garage, etc.	Must follow process for Steps 1 through 4 below	\$5,000 - \$10,000 (depending on scope of project)	\$1000 - \$2,500
Commercial Landscape Project	Use Commercial Landscape Application	\$,1500-\$2,500	\$500 - \$750

***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.**

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

- _____ Completed Design Review Application (this form, including Owner/Landlord Approval or signature by at bottom of this form)
- _____ Design Review Fee payable to the Pelican Bay Foundation.
- _____ Written Scope of Project.
- _____ Two sets of Plans, Schematics, Elevations, Drawings & Color Renderings of Project (1) digital PDF & (1) hardcopy (24"x36" size).
- _____ Materials List with all specs, colors, materials, etc., to be used on project.
- _____ Pervious/Imperious calculations to be provided on plans and potential for the submission of a Stormwater Plan Type I or II
- _____ Copy of Survey of property, including a topographic survey (should include legal description, setbacks and easements).
- _____ 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.
- _____ Copies of any and all governmental requirements, permits, agreements, site development plans, etc.
- _____ Project Timeline reflecting start and completion dates for project.
- _____ 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.
- _____ Signed copy of the Pelican Bay Construction Guidelines (must be signed by owner and contractors)
- _____ Signed Acknowledgement and Agreement from Pelican Bay with regard working in Pelican Bay.

The Design Review Process:

The Design Review Process is comprised of four steps as outlined below to ensure all construction and renovation projects are in keeping with and to preserve the unique character of Pelican Bay and to provide guidance and assistance to those working in Pelican Bay. For a full understanding of the requirements, you should review and familiarize yourself with the Pelican Bay Design Guidelines (last revision date June 19, 2020), which are available on the Pelican Bay Website at www.pelicanbay.org.

Step 1. PRE-APPLICATION MEETING. (REQUIRED) Association and/or Design Team to schedule Meeting with Director of Design Review & Covenants via telephone or email (239-260-8464 or LWarren@pelicanbay.org.) to discuss proposed project, Design Guidelines and Construction Guidelines.

Step 2. PRELIMINARY CONCEPT PLANS REVIEW (REQUIRED): Preliminary Concept Plans must be submitted on the 15th of the month prior to the next regularly scheduled DRC Meeting. DRC Meetings are typically held on the 2nd Monday of each month. Association or Design Team to make a Presentation at monthly DRC Meeting – Presenter must provide flash drive with entire set of plans to be presented at meeting along with 5 hard copies of entire set of plans (11" x 17" size) for Committee. Items required for submission:

Step 3. DESIGN PROPOSAL REVIEW (REQUIRED): Design Proposal Plans must be submitted on the 15th of the month prior to the next regularly scheduled DRC Meeting. DRC Meetings are typically held on the 2nd Monday of each month. Owner or Design Team to make a Presentation at monthly DRC Meeting – Presenter must provide flash drive with entire set of plans to be presented at meeting along with 5 hard copies of entire set of plans (11" x 17" size) for Committee. Items required for submission:

Step 4. FINAL CONSTRUCTION PLANS AND SPECIFICATIONS REVIEW (REQUIRED): Final Construction Plans (ready for permitting) should be a true extension of the plans and proposals presented in Steps 2 and 3 above. Any additional fees incurred must be paid along with required Supervisory Fee, made payable to the Pelican Bay Foundation, Inc. prior to Step 4 Approval being granted.

Owner's 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, Owner may be required to return the property to its former condition at Owner's 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 the Owner authorizes members of the Design Review Committee or managing agent to enter upon the 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 the Owner's 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 the Owner is 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 the Owner's 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 the Association is 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 properties or plots.
13. _____ that all construction, renovation, and redevelopment projects within Pelican Bay, including, but not limited to structural or landscaping, require Pelican Bay Foundation (Foundation) approval; either from Foundation Design Review Committee, Foundation Board of Directors, or Foundation Design Review and Covenants Department. Approval for any project is contingent upon satisfactorily complying with Foundation governing documents and guidelines. Property owners, and their assigns, recognize and agree, that an essential element of all Foundation approvals is the execution of the work in strict compliance with the terms and conditions of the approval. Failure to comply with the plans submitted, or not following Foundation guidelines during the performance of the work, shall result in the Foundation revoking previous approvals, and halting all work until the infractions are rectified and brought into full compliance.

Owner/Applicant Signature:

Company Name

Title

Signature

Print Name

Dated Signed: _____

Additional Documents to be signed and submitted prior to Final Approval:
Construction Guidelines
Acknowledgement and Agreement

**If you have questions about this Application or the Process,
 feel free to contact Lisa Warren, Director of Design Review & Covenants 239-260-8464.**

[Design Review Committee or Covenants Department Use Only]

Step 1: PRE-APPLICATION MEETING

Date of Meeting: _____

STEP 2: PRELIMINARY CONCEPT PLAN REVIEW

Date of Submittal: _____

Date of Presentation to DRC: _____

Meeting Results: Approved Approved with Conditions Rejected

Date Approved to move to Step 3: _____

STEP 3: PRELIMINARY DESIGN PROPOSAL REVIEW

Date of Submittal: _____

Date of Presentation to DRC: _____

Meeting Results: Approved Approved with Conditions Rejected

Date Approved to move to Step 4: _____

STEP 4: FINAL CONSTRUCTION PLANS REVIEW

Date of Submittal: _____

Date Submitted to Professionals for Review: _____

Date of Final Approval: _____

Date Fencing Installed: _____

Date of Pre-Construction Meeting: _____

Date of Demolition: _____

Date of Post Construction Walk-thru: _____

Post Construction Final Walk-thru: _____

Other: _____

Final Construction Documents Received Date: _____

_____ Digital Copy of Final Recorded Drawings

_____ Digital copy of As-Built Survey

_____ Copy of Certificate of Occupancy

_____ Stormwater Certification Letter and sealed

Fees:

Design Review Fee Amount \$: _____ **Date paid:** _____

Supervisory Fee Amount \$ _____ **Date paid:** _____

Additional Fees Incurred/ Required:

_____ Architectural Reviews _____ Landscape Reviews

_____ Engineering Reviews _____ Arborist Review