



**LANDSCAPE PROJECT APPLICATION
FOR MULTI-FAMILY,
COA, POA, HOA OR MASTER ASSOCIATION**

LANDSCAPE PROJECT APPLICATION

Association Name: _____ Member Number: _____
 Neighborhood Association: _____ Board Approval Required: Yes No
 Project Site Address: _____
 Association Mailing Address: _____
 Association Contact: _____ Title: _____
 Association Email: _____ Office Phone: _____ Cell Phone: _____
 Proposed Start Date: _____ Proposed Completion Date: _____
 Landscape Architect Name: _____ Cell Phone: _____
 Authorized Signatory for Association: _____ Date Submitted: _____

Fees Required for Landscape Projects	
_____ Minor Landscape Project \$1,500 (Must submit with Application) \$500 (due upon Final DRC Approval)	_____ Major Landscape Project \$2,500 (Must submit with Application) \$750 (due upon Final DRC Approval)

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

- _____ Completed Design Review Application (this form).
- _____ Design Review Fee payable to the Pelican Bay Foundation, Inc. (Note: Supervisory Fee due at time of approval).
- _____ Copy of Board Meeting Minutes approving project.
- _____ Signature of President or ARC Chair on Application.
- _____ Copy of survey of property, including legal description, required setbacks and easements.
- _____ Copy of Collier County Approval of Amendment or Insubstantial Change to the Site Development Plan for the Association.
- _____ 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 a Certified Arborist if plan requires any tree removals.
- _____ Signed copy of Construction Guidelines.
- _____ Signed copy of Acknowledgement and Agreement.

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, and include a Note with instructions to call Sunshine State One Call of Florida; call Summit Broadband for location of private lines; and PBSB for any private lines for street lighting before any work begins.
- _____ **Planting Plan:** must reflect County Code required number of native trees per lot (including two permitted times of street canopy trees required by Pelican Bay Guidelines); plans must reflect if any trees are to be removed and require a letter from a Certified Arborist stating why the tree should be removed; existing trees on property must be protected from damage during any grading or site work; 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; No less than forty-five (45%) of the Lot shall consist of undeveloped, green space - meaning land that is partly or completely covered with mulch, grass, trees, shrubs or other vegetation.

Hardscape Plan: plan must reflect all pathways, walkways, paver areas and if any increase in the hardscape is anticipated, plans must provide calculations for pervious and impervious Areas on lot and a Stormwater Management Plan may be required.

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 (the use of bubblers, drip and micro set irrigation is encouraged).

Lighting Plan: must reflect fixture layout, fixture schedule, images of each proposed light fixture, including the 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, number of Lumens and Kelvins, bulb wattage and voltage of lighting,

Grading and Drainage Plan: must reflect existing grades at property corners, crown of road, finished floors of 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.

Logistical Plan: Must provide Logistical Plan for parking of contractors (trucks and vehicles) including an off-site parking plan during project; staging area for any required machinery or equipment; perimeter fencing, if required; material storage areas; dumpster location; port-o-let location; and maintenance plan during project to keep area clean, neat and attractive, as required in the governing documents.

_____ Will any dumpsters be required on site during project? Yes _____ No _____

_____ Will any port-o-let(s) be required on site during project? Yes _____ No _____

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 and all fees paid.
- 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.
- Supervisory Fees will be due upon approval of the project. No work may commence until all fees have been paid.
- All projects must comply with Pelican Bay Foundation Design Guidelines, Landscape Standards, Construction Guidelines and Governing documents. 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.
- All staging areas, dumpsters, port-o-lets, equipment, materials must be properly fenced and screened prior to start of project.
- Work hours are 7:00 a.m. to 5:00 p.m. Monday through Saturday. No work is permitted inside or outside of these hours.

Neighborhood Association Approval

Association Name: _____

Signature: _____

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

Date: _____

Foundation Approval

Pelican Bay Foundation, Inc.

Signature: _____

Title: _____

Date: _____

**If you have any questions about this process or the Application, please feel free to call
Lisa Warren, Director of Covenants at 239-260-8464.**