



**MAJOR LANDSCAPE PROJECT
SINGLE-FAMILY HOME or MULTI-FAMILY UNIT OWNER**

LANDSCAPE PROJECT APPLICATION

Owner Name: _____ Member Number: _____
Neighborhood Association: _____ Association Approval Required: ____ Yes ____ No
Project Site Address: _____
Owner Mailing Address: _____
Owner Email Address: _____ Home Phone: _____ Cell Phone: _____
Proposed Start Date: _____ Proposed Completion Date: _____
Landscape Architect Name: _____ Cell Phone: _____
Owner Signature: _____ Date Submitted: _____

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

- _____ Completed Landscape Project Application (this form).
- _____ Design Review Fee in the amount of \$750 payable to the Pelican Bay Foundation, Inc. NOTE: Supervisory Fee in the amount of \$250 to be paid after completion of review and authorization from the DRC to proceed with project.
- _____ Neighborhood Association/ARC Approval or signature by Board President/ARC Chair at bottom of this form, if applicable.
- _____ Copy of survey of property, including legal description, required setbacks and easements.
- _____ 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 PBSD 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.
- In accordance with the Federal Clean Water Act Section 402(p)(6)0 and the Florida Administrative Code, Chapter 62-624 and Collier County Ordinance No. 2009-08 it is illegal to discharge water drained from pools to any surface water or stormwater. Water should be directed across your lawn, and NOT down your driveway, into a storm drain or into any wetlands or other bodies of water. Water should be directed into vegetated, stabilized areas within your property boundaries to allow water to percolate naturally into the ground. This process should not create any erosion or flooding issues. If you have limited landscaping, this may require discharging over several days to prevent runoff onto the right-of-way or onto a neighbor's property. You should never drain your water onto public property or allow it to seep into or run through another person's property. Drainage must be monitored to avoid flooding, damage and traffic hazards. If you have any questions about how and when to drain your pool or spa, check with Collier County Pollution Control Department at 239-252-2502 or via email pollution_control@colliercountyfl.gov.

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.