



EXTERIOR PROJECT APPLICATION
Homeowner's Association (HOA)
Condominium Association (COA)
Property Owner's Association (POA)
Master Association

Dear Member:

The Pelican Bay Foundation Covenants Department, is responsible for architectural controls for Pelican Bay. It is important to be aware of the Approval Process for Exterior Projects, 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 Governing Documents (including the 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 Exterior Project Application for Major Projects.
2. Fee to be determined based on scope of project.
3. Copy of Board Meeting Minutes reflecting approval of project from Association.
4. Written detailed Scope of Project.
5. Copy of survey for property.
6. Plans, Drawings, Schematics, for Project.
7. Specs, materials, colors, etc. to be used for your project.
5. Proposed start and completion date.
6. Logistical plan for parking, placement of dumpster, port-o-let or material staging area will be required on site during your project, must provide location, required screening and/or fencing for these areas as required in the Construction Guidelines.

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 an 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 & Covenant



EXTERIOR PROJECT APPLICATION
Homeowner's Association (HOA)
Condominium Association (COA)
Property Owner's Association (POA)
Master Association

EXTERIOR PROJECT APPLICATION

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

Fees for Exterior Projects

Minor Projects	\$0	Supervisory Fee	\$0
Major Projects	\$2,500-\$10,000	Supervisory Fees	\$500 - \$2500
Landscape Projects	\$1,500 - \$2500	Supervisory Fees	\$500-\$750
Fees Due for this Project	Fee: _____	Supervisory Fee:	_____

**Please Note: Fees may apply to your project.
 Fees are determined on the scope of your project and are payable to the Pelican Bay Foundation, Inc.
 All fees must be paid upon submission of the application and 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 Association.*

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

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

1. Completed Exterior Project Application.
2. Fee payable to the Pelican Bay Foundation.*
3. Written Scope of Project.
4. Plans, Schematics, Drawings for project.
5. Specs, colors, materials, etc., to be used for project.
6. Copy of Survey.
7. If a dumpster, port-o-let or material staging area will be required on site during your project, must provide location, required screening and/or fencing for these areas as required in the Construction Guidelines.
8. Logistical plan for parking, if required.

ASSOCIATION APPROVAL:

Association Name: _____

Signature: _____

Title: _____

(Must be Board President or ARC Chair Signature)

FOUNDATION APPROVAL:

Pelican Bay Foundation, Inc.

Signature: _____

Title: _____