



MAJOR PROJECT APPLICATION
TEARDOWNS/REBUILDS,
MAJOR RENOVATION PROJECTS
SINGLE FAMILY & MULTI-FAMILY UNIT OWNERS

MAJOR PROJECT APPLICATION

Owner Name: _____ Member #: _____
 Neighborhood Association: _____ Association Approval Required: ___ Yes ___
 Site Address: _____
 Owner Mailing Address: _____
 Owner Email Address: _____ Home Phone: _____ Cell Phone: _____
 Proposed Start Date: _____ Proposed Completion Date: _____
 Owner Signature: _____ Date submitted: _____

Project Type	Requirements	Design Fee Due at Time of Application	Supervisory Fee Due at Time Final Approval Granted
Minor Project	Use Minor Project Application	\$0	\$0
Major Landscape Project	Use Landscape Project Application	\$750	\$250
Early Demolition	Use Early Demolition Application Form	\$2500	\$0
Teardown/Rebuild	Must follow process for Steps 1 through 4 below	\$2,500	\$1,000
Major Renovation Project – Renovation Project that impacts, changes or Increases home size by less than 300 square feet	Must follow process for Steps 1 through 4 below	\$1,500	\$250
Major Renovation Project – Renovation Project that impacts, changes or Increases home size by more than 300 square feet	Must follow process for Steps 1 through 4 below	\$2,000	\$500

DESIGN REVIEW PROCESS AND REQUIREMENTS

Step 1. PRE-APPLICATION MEETING. (REQUIRED) Owner 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. 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:

- Completed and signed Design Review Application;
- Design Review Fee payable to The Pelican Bay Foundation, Inc. (see above);
- Preliminary Concept Plans - Two (2) sets of "preliminary concept" schematic site plans, one (1) digital PDF and one (1) hardcopy, to include:
 - o Colored Architectural Renderings of the front and rear of the proposed project
 - o Aerial view of the existing property and the adjacent structures on either side
 - o Front elevations reflecting the existing home and the neighboring homes on either side
 - o Front elevation to scale reflecting the relationship of the proposed structure, both in height and mass
 - o Aerial view of the proposed project superimposed/Photoshopped on the existing site reflecting the adjacent structures to scale, including elevations, heights and setbacks
 - o Front, rear and side elevations of the proposed structure (rear elevations must clearly show any waterfront areas)
 - o Schematic site plan and building floor plans with all setbacks, property lines and easements identified
 - o Preliminary Floor Area Ratio (FAR) calculations (see Section D-5 of the Guidelines for details)
 - o Preliminary Pervious/Impervious calculations (see Section D-6 of the Guidelines for details)
 - o An indication on the plans of the location of air conditioning units, generators, propane tanks, solar equipment, pool equipment, trash receptacles, and other unsightly utilities, and plans for sign and sound barriers
 - o An indication on the plans of the location of all proposed walls, enclosures and/or fencing and plans for sight barriers
 - o Colored renderings of the proposed hardscape plans
 - o Colored renderings of the proposed landscape plans
 - o 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

- Evidence of Neighborhood Association Conceptual Approval, if applicable
- Estimated project timeline
- Make Presentation of Plans to DRC at upcoming meeting (must provide 5 hard copies of plans 11 x 17 size & flash drive with plans for DRC).

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:

- Two (2) sets of "design proposal" plans (signed and sealed by the licensed design professional of record), one (1) digital PDF and one hard copy, to include:
 - Colored Architectural Renderings of the front and rear of the proposed project
 - Aerial view of the existing property and the adjacent structures on either side
 - Front elevations reflecting the existing home and the neighboring homes on either side
 - Front elevation to scale reflecting the relationship of the proposed structure, both in height and mass
 - Aerial view of the proposed project superimposed/Photoshopped on the existing site reflecting the adjacent structures to scale, including elevations, heights and setbacks
 - Front, rear and side elevations of the proposed structure (rear elevations must clearly show any waterfront areas)
 - Schematic site plan and building floor plans with all setbacks, property lines and easements identified
 - Preliminary Floor Area Ratio (FAR) calculations (see Section D-5 of the Guidelines for details)
 - Preliminary Pervious/Impervious calculations (see Section D-6 of the Guidelines for details)
 - An indication on the plans of the location of air conditioning units, generators, propane tanks, solar equipment, pool equipment, trash receptacles, and other unsightly utilities, and plans for sign and sound barriers
 - An indication on the plans of the location of all proposed walls, enclosures and/or fencing and plans for sight barriers
 - Colored renderings of the proposed hardscape plans
 - Colored renderings of the proposed landscape plans
 - Proposed Civil Stormwater Plan (Type I or II depending on impervious calculations) prepared by a licensed Civil Engineer which includes site grading plan and drainage plan (see Section D-6 and D-7 Stormwater Management)
 - Current Topographic Boundary Survey of the property, prepared by a licensed surveyor that reflects property lines, setback lines, easement locations, rights-of-way, flood zone, existing contour lines indicating the shape and elevation of the land over the entire parcel, showing high points, low points, grade changes and at sufficient intervals to represent the general character of the terrain
 - A statement of exterior building materials and colors to be used, including exterior walls, doors, windows (including glass type), shutters, fencing, pavers, stone, wood, trim and roof. Exterior color samples must be included.
 - Proposed Logistical plan, including parking plan for contractors/subcontractors (including off-site parking plan), perimeter fencing, storage of materials, dumpster location, port-o-let location, and maintenance plan for lot during construction
 - Evidence of Neighborhood Association Approval, if applicable
 - Updated proposed project timeline
- Make Presentation of Plans to DRC at upcoming meeting (must provide 5 hard copies of plans 11 x 17 size and flash drive with plans at time of meeting)

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. NOTE: Your Builder must be selected before final approval will be granted

- Required Supervisory Fee, made payable to the Pelican Bay Foundation, Inc. (see above)
- Two (2) sets of "Final Construction Plans and Specifications" (signed and sealed by the licensed design professional of record), one digital PDF and one (1) hardcopy to submission to include the following:
 - Final Colored architectural renderings of the front and back of the structure
 - Colored renderings of the Final Hardscape Plans
 - Colored renderings of the Final Landscape Plans
 - Final Civil Stormwater Plan including Pervious/Impervious calculations
 - Final list of exterior building materials and colors to be used, including exterior walls, doors, windows (including glass type), shutters, fencing, pavers, stone, wood, trim and roof. Exterior color samples must be included.
 - Final Logistical Plan including parking plan for contractors/subcontractors (including off-site parking plan), perimeter fencing, storage of materials, dumpster location, port-o-let location, and maintenance plan for lot during construction
 - Final Project Timeline (including anticipated commencement and completion dates).
 - 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
 - Copy of approved Demolition plans and Demolition Permit issued by Collier County.

Owners' 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, I may be required to return the property to its former condition at my 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 I authorize members of the Design Review Committee or managing agent to enter upon my 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 my 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 I am 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 my 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 I am 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 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: _____

Print Name _____

Signature _____

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