



Pelican Bay Foundation, Inc.

Re: Design Review and Approval Program – Signage

Dear Member:

The Covenants Department of the Pelican Bay Foundation is responsible for architectural controls within Pelican Bay. In order to maintain the high standards governing this Community, it is important to be aware of the Design Approval Process.

In accordance with the Design Approval Process, you must obtain the Property Owner's approval and the Foundation's approval for any and all exterior alterations (including signage) before any work may begin. This process allows for continuity within the Pelican Bay.

Attached is the Pelican Bay Foundation Design and Review Application for "Signage". Please complete and return the Application along with a color rendering of the sign, a description of the sign, colors, sizes, lighting information, estimated start and completion date, to the Covenants Department (email is fine) to begin the design review process. You must also include the Building Owner's approval (or Landlord) on the application.

Please anticipate your project by submitting for approval at least thirty (30) days prior to your anticipated project start date. Again, no work may be commenced until written approval from your Property Owner and the Foundation has been granted.

For all contractors working on your project, we recommend sharing a copy of the Foundation's Construction Guidelines prior to the project's commencement so they are aware of the requirements for working within Pelican Bay. The Construction Guidelines are available in the Covenants Department Office or on our website at www.pelicanbay.org.

If you have any questions concerning this application or the Design Review Process, please do not hesitate to call the Covenants Department at 239-596-6180, ext. 230.

With kind regards,

Lisa Warren

Lisa Warren,
Director of Design Review & Covenants

THE PELICAN BAY FOUNDATION, INC.
DESIGN AND REVIEW APPROVAL REQUEST
FOR SIGNAGE

Property Owner's Name: _____ Member Number: _____

Mailing Address: _____

Telephone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

Property Address where sign is located: _____

Date Submitted: _____ Property Owner Signature: _____

*****Please include copies of renderings of signage, including all dimensions*****

Type of Signage:

Description of Signage:

Location of Signage:

Total Number of Signs existing: _____ Total Number of Signs Proposed: _____

Installation Date: _____

Permit Required: yes _____ no _____

Completion Date: _____

Please provide copy of permit with application

HOA APPROVAL

APPROVAL:
PELICAN BAY FOUNDATION, INC.

Signature
Print Name: _____
Title: _____
Date: _____

Lisa Warren, Director of Design Review &
Covenants
Date: _____

Please return this completed form to:
Pelican Bay Foundation, Inc. – Covenants Department
6251 Pelican Bay Boulevard, Naples, Florida 34108
Telephone: 239-596-6180 x 230 Fax: 239-597-6927
Email: LWarren@pelicanbay.org