PELICAN BAY

Pelican Bay Foundation, Inc.

Re: Design Review and Approval Process - Major Exterior Projects

Dear Member:

The Pelican Bay Foundation, along with your Homeowner's Association is responsible for architectural controls for the Community. In order to maintain the high standards governing this Community, it is important to be aware of the Design Approval Process for any and all exterior and/or structural alterations before work can begin.

In accordance with the Design Approval Process, before any more may begin, you must obtain both your Homeowner's Association written approval and the Foundation's written approval for any and all exterior alterations. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior alteration, please review your Association's Covenant documents, check with your Association President, or feel free to call the Covenant Enforcement Office at the Foundation for clarification.

Attached is the Pelican Bay Foundation Design and Review Application for "Major Exterior Projects". An initial design review fee of $500 must be paid to the Foundation prior to the commencement of the Design Review Process. Additional fees may be incurred during the Review Process for changes and/or re-reviews and will be the responsibility of the Member. All fees must be paid prior to any approvals being granted. All major projects will be reviewed by the Architectural Review Team which includes a consulting architect. Please complete and return this Application along with following items to the Foundation in order to begin the Design Review Process:

1. Completed Application for Design Review.
2. Two (2) complete sets of Construction Plans (including all mechanicals) with original signature and seal of Architect or Engineer.
3. Initial Design Review Fee of $500 payable to Pelican Bay Foundation, Inc.
4. Homeowner Association Approval, if applicable.

Please anticipate your project by submitting for approval at least thirty (30) days prior to your anticipated project start date as the Design Review Process takes thirty days to complete. Again, no work may be commenced until written approval from your Homeowner's Association and the Foundation has been granted.

For all contractors working on your project, we urge you to share a copy of the Foundation's Construction Guidelines prior to the project's commencement to be aware of the requirements of working within Pelican Bay. The Construction Guidelines are available in the Covenant Enforcement Office or on our website at www.pelicanbay.org. These guidelines apply to all exterior and interior renovations. Please give particular attention to the requirement for fencing for construction projects in excess of fifteen (15) days.

If you have any questions concerning these requirements or the Design Review Process, please do not hesitate to call the Covenants Department at 239-596-6180, ext. 237.

Kind Regards,

Frank J. Laney
Covenants Manager

# THE PELICAN BAY FOUNDATION, INC. - DESIGN AND REVIEW APPROVAL APPLICATION
# MAJOR EXTERIOR PROJECTS

Property Owner's Name: _____Member Number:_____

Mailing Address: _____

Home Phone: _____Cell Phone: _____ Fax:_____

Email Address: _____

Property Address: _____

Neighborhood Association: _____Is HOA Approval Required? Yes_____ No _____

Date Submitted: _____ Member Signature:_____

**The following items must be submitted for the Design Review Process:**

1. Completed Design Review Approval Application (this form).
2. Homeowner Association Board Approval Letter, if applicable or signature of President at bottom of this application.
3. Design Review Fee - $500 payable to Pelican Bay Foundation, Inc. (additional fees may be incurred for changes and/or re-reviews and will be the responsibility of Owner. All fees must be paid prior to any approvals being granted.
4. If landscaping changes are anticipated, please also include Landscape Design Review Approval Application, plans and fees.
5. Two (2) complete sets of Construction Plans & documents, including all mechanicals. * **Plans must be signed and sealed by Architect/Engineer.** The plans must reflect restrictions, easements & set-backs for the property and include the following:

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|---|---|
| ( ) Changes to existing Site Plan<br>(Plans must reflect existing conditions and proposed changes) | ( ) Changes to Roof plan<br>(Plans must reflect existing roof and proposed changes to roof, including skylights, dormers, cupolas) |
| ( ) Changes to Structural plan<br>(Plans must reflect existing conditions and proposed changes) | ( ) Grade elevations<br>(Drainage plans to reflect how runoff will affect adjacent properties |
| ( ) Proposed floor elevation changes<br>(Plans must reflect existing conditions and proposed changes) | ( ) Room Additions, change in foot print of home<br>(Plans must reflect existing conditions and proposed changes) |
| ( ) Pool or Spa (including Screen/Cage)<br>(Plans must reflect existing conditions and proposed changes) | ( ) Water features (koi ponds, waterfalls, ponds)<br>(Plans must reflect existing conditions and proposed changes) |
| ( ) Cabanna or Loggia<br>(include all specs) | ( ) Outdoor Kitchen<br>(Please include all specs, materials and locations |
| ( ) Outdoor fire pit or fireplace<br>(include specs and location) | ( ) Addition of Lanai, Deck or Porch<br>(provide all specs, materials, location, etc) |
| **Material specifications – Provide specifications and/or samples of all exterior materials, colors, etc.** | **Identify changes from existing colors, attach color samples, include Manufacturer and color code** |

**Notes:** _____

_____

_____

**Start Date:**_____ **Any dumpsters on site during project?** _____ **Yes** _____ **No**

**Completion Date:**_____ **Any Port-o-lets on site during project?** _____ **Yes** _____ **No**

**APPROVED: Association Board Approval**

**By:** _____

**President**

**Date:** _____

**APPROVED: Pelican Bay Foundation, Inc.**

**By:** _____

**Frank J. Laney, Covenants Manager**

**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 237 Fax: 239-597-6927 Email: FLaney@pelicanbay.org**