



MINOR EXTERIOR PROJECTS
Homeowner's Association (HOA)
Condominium Association (COA)

Dear Member:

The Pelican Bay Foundation Design Review & Covenants Department, is responsible for architectural controls for Pelican Bay. It is important to be aware of the Design Review Approval Process, 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 Design Review Guidelines and Construction Guidelines on the Pelican Bay Website on the Covenants Page to ensure you understand the process and submit a complete package.

The Design Review & Covenants Department has 30 days to review your project. We encourage you to anticipate your project by submitting for approval at least thirty (30) days prior to your proposed start date. The 30-day 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 30-day review period will not commence until all required items have been received. The following items must be submitted for review:

1. Completed Design Review Application for Minor Projects.
2. Approval from your Association or Architectural Review Committee (copy of the Meeting Minutes approving the project).
3. Copy of survey for property, if applicable.
4. Specs, materials, colors, etc. for your project.
5. Proposed start and completion date.
6. If a dumpster or port-o-let will be required on site during your project. (See Construction Guidelines for details on placement, screening requirements and emptying).

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 minor 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,



DESIGN REVIEW APPLICATION MINOR EXTERIOR PROJECTS

Neighborhood Association: _____	
Site Address: _____	
Parcel #: _____	Pelican Bay Unit #: _____ Block: _____ Site #: _____
Owner Name: _____	Member #: _____
Mailing Address: _____	State: _____ Zip Code: _____
Email Address: _____	Home Phone: _____ Cell Phone: _____
Architect: _____	Builder: _____
Landscape Design Architect: _____	Work to be done by: <input type="checkbox"/> Self <input type="checkbox"/> Contractor
Proposed Start Date: _____	Proposed Completion Date: _____
Owner Signature: _____	Date: _____

**From the List Below Select the Type of Project - Must Provide Items Noted for Project with Application
No Design Review Fee Required**

Air Conditioning (Replacing or Adding) (provide specs, survey showing location & required screening)	Outdoor fire pit or fireplace (within existing footprint) (provide specs, materials, location)
Antenna /Satellite Dish Installation (provide specs and location of installation)	Outdoor Kitchen (within existing footprint) (provide specs, materials, location)
Driveway or Walkway Replacement (provide specs and materials)	Outdoor Recreational Equipment (provide specs, materials, and copy of survey reflecting location)
Downspouts/Gutters (provide layout, specs, materials)	Outdoor Shower (within existing footprint) (provide specs, materials and location)
Decorative Shutters (provide specs, materials, location of shutters on floorplan)	Pool Deck Change (within existing footprint (change tile, pavers, decking) – provide specs and materials)
Dumpster or Port-o-let on Site for Exterior Project (provide location and require screening)	Propane Tank Installation (provide specs and copy of survey reflecting location)
Equipment Wall or Trash Enclosures (provide specs, materials, copy of survey reflecting location)	Roof Replacement (provide specs, materials, colors)
Exterior Door Changes (Entry, Garage, Side Doors) (provide specs, materials, colors, location)	Screen Enclosure Removal (pool enclosure – requires pool fence installation) (provide specs and materials)
Exterior Lighting Changes (provide specs, materials, type and location of lights)	Skylights or Solar Tubes (provide specs, materials and location of installation)
Exterior Low-voltage Lighting for Landscaping (24 volts or less - provide specs, survey reflecting location)	Solar Collectors/Panels (provide specs, materials and location of panels/collectors)
Exterior Painting or Re-Painting (provide colors and location) Sample Must be Painted on Structure for Review by Field Inspector prior to project start)	Sod Removal or change (provide type of existing sod and new sod)
Fence Installation or Replacement (provide specs, materials, color, copy of survey reflecting location and screening/buffering)	Temporary Structures (provide specs, materials, and copy of survey reflecting location)
Flag/Flagpole (provide specs, materials, copy of survey reflecting location)	Trellis, Pergola or Gazebo (provide specs, materials and copy of survey reflecting location)
Generator Installation (provide specs and copy of survey reflecting location)	Window/Slider Replacement (provide specs, materials and location of windows on floorplan)
Hurricane Shutters (provide specs, materials, location of shutters on floorplan)	Tree Removal (provide location of tree to be removed)
Lawn Ornaments or Yard Art (provide specs, materials, copy of survey reflecting location)	Water Feature (fountain, waterfall, koi pond) (provide specs, materials and copy of survey reflecting location)
Mailbox Replacement	Other – Describe below

Describe the scope of your project including any and all details relative to your project and provide specs for all materials being used:

ASSOCIATION APPROVAL:

Association Name: Calais

Signature: Rich Nysa

Title: Property Manager
(Must be Board President or ARC Chair Signature)

Date: _____

FOUNDATION APPROVAL:

Pelican Bay Foundation, Inc.

Signature: _____

Title: _____

Date: _____