



Pelican Bay Foundation, Inc.

**Re: Design Review and Approval Program – Commercial Property - Minor Exterior Projects**

Dear Member:

The Pelican Bay Foundation is responsible for architectural controls for all of 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 both your Owner's or Landlord's approval and the Foundation's approval for any and all exterior alterations before any work may begin. If you have any questions as to what constitutes an exterior alteration, please review your Covenant documents, check with your Owner or Landlord, 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 "Minor Exterior Projects". Please complete and return this Application along with a description of the work to be done (including all specs, materials, colors, location, duration, etc.,) to the Foundation Covenant Enforcement Office in order to begin the Design Review Process. Please anticipate your project by submitting for approval at least fifteen (15) days prior to your anticipated project start date. Again, no work may be commenced until written approval from your Homeowner's Association and the Foundation has been granted.

If your project is anticipated to take longer than fifteen (15) days to complete it may be considered a "Major Exterior Project" and will be subject to different application process and specifications. Please be sure to review each of the Project types to determine which corresponds to your project, or call the Covenant Enforcement Office at the Foundation for clarification

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 Covenant Enforcement Office or on our website at [www.pelicanbay.org](http://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. 237.

With Kind Regards,

Frank J. Laney  
Covenants Manager

**PELICAN BAY FOUNDATION, INC. - DESIGN AND REVIEW APPROVAL REQUEST**  
**MINOR EXTERIOR PROJECTS - COMMERCIAL PROPERTIES**

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: \_\_\_\_\_

***Check the area required for approval and attach specs, materials, locations, etc., for your project***

<input type="checkbox"/> <b>Antenna or Satellite Dish</b> <i>(Please provide type and location)</i>	<input type="checkbox"/> <b>Roof</b> <i>(Please provide specs, color and/or brochure)</i>
<input type="checkbox"/> <b>Painting, Re-Painting or Color Change (exterior)</b> <i>(A sample test of your paint color must be applied on an exterior wall for inspection prior to approval) (provide specs)</i>	<input type="checkbox"/> <b>Air Conditioning Replacement</b> <i>(Please provide location of AC, plans for buffering or landscaping to ensure compliance with Covenants)</i>
<input type="checkbox"/> <b>Driveway (pavers or concrete)</b> <i>(Please provide specs)</i>	<input type="checkbox"/> <b>Shutters (Decorative or Storm Shutters)</b> <i>(Please provide type, specs, color, and location)</i>
<input type="checkbox"/> <b>Parking Lot (repaving or repainting)</b> <i>(Please provide specs, colors and material)</i>	<input type="checkbox"/> <b>Windows/Sliders/Doors (Hurricane Impact Glass/Doors)</b> <i>(Please provide specs, location, colors, etc.)</i>
<input type="checkbox"/> <b>Exterior Lighting</b> <i>(Please provide location and specs)</i>	<input type="checkbox"/> <b>Door or Garage Door Replacement</b> <i>(Please provide type, specs, material, location)</i>
<input type="checkbox"/> <b>Fencing</b> <i>Please provide survey, location and specs)</i>	<input type="checkbox"/> <b>Solar Collectors</b> <i>(Please include location and specs)</i>
<input type="checkbox"/> <b>Flag and Pole</b> (Collier County permit may be required) <i>(Please provide location and specs)</i>	<input type="checkbox"/> <b>Temporary Structures (Tents, Trailers)</b> <i>(Please provide type, location, duration, etc.)</i>
<input type="checkbox"/> <b>Generator</b> <i>(Please provide location and specs)</i>	<input type="checkbox"/> <b>Walls/Gates/Pens/Buffers</b> <i>(Please provide specs, materials, location)</i>
<input type="checkbox"/> <b>Minor Landscape Changes (no tree removal)</b> <i>(Please describe)</i>	<input type="checkbox"/> <b>Dumpster or Port-o-Let on site</b> <i>(Please provide location and plans for screening)</i>
<input type="checkbox"/> <b>Tree Removal</b> (Collier County Permit may be required) <i>(Please provide location, reason for removal)</i>	<input type="checkbox"/> <b>Other</b> <i>(Please specify)</i>

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Inspection Date by Covenants Dept: \_\_\_\_\_

Additional Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ASSOCIATION BOARD APPROVAL  
 Yes \_\_\_\_\_ No \_\_\_\_\_

PELICAN BAY FOUNDATION, INC. APPROVAL

\_\_\_\_\_  
 Signature for Association – President Only

\_\_\_\_\_  
 Frank J. Laney, Covenants Manager

Date: \_\_\_\_\_

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](mailto:FLaney@pelicanbay.org)***