

THE PELICAN BAY FOUNDATION, INC.

REQUEST FOR DESIGN AND REVIEW APPROVAL
NEW CONSTRUCTION AND RENOVATIONS FOR
COMMERCIAL PROPERTIES

Property Owner's Name: _____
Property Owner's Mailing Address: _____

Office Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____

Property Manager or Local Contact: _____

Office Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____

Contractor Name: _____

Contractor License # _____ Telephone: _____

Location of Property (including address): _____

Date Submitted: _____ Your Signature: _____

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

1. Completed Design Review Approval Request (this form).
2. Copy of recorded Warranty Deed, including legal description for property.
3. Design Review Fee of \$2500 payable to Pelican Bay Foundation, Inc. (Additional fees may be incurred during the Review Process 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. Landscape Design Fee of \$1000 payable to Pelican Bay Foundation, Inc.
5. Two (2) copies of Landscape Design Plans, including irrigation plans. (Additional fees may be incurred during the Review Process for changes and/or re-reviews and will be the responsibility of Owner. All fees must be paid prior to any approvals being granted).
6. Copies of all signage plans, building or monument signs require Foundation approval.

APPROVED:

PELICAN BAY FOUNDATION, INC.

By: _____

Frank J. Laney, Covenants Manager

Date: _____

Please return the completed form to:

Pelican Bay Foundation – Covenants Department
6251 Pelican Bay Boulevard, Naples, Florida 34108
Telephone: 239-596-6180 x 237 Fax: 239-597-6927
Email: FLaney@pelicanbay.org

PELICAN BAY FOUNDATION, INC.

DESIGN REVIEW REQUIREMENTS
COMMERCIAL PROPERTIES - NEW CONSTRUCTION

SPECIFICATIONS:

Total Square Feet of Building Under Air	_____
Number of Elevators	_____
Number of Floors	_____
Square Footage Per Floor	_____
Number of Parking Spaces	_____
Number of Handicapped Parking Spaces	_____
Parking Garage	Yes _____ No _____
Number of Parking Spaces in Garage	_____
Number of Handicapped Parking Spaces	_____
Number of Elevators in Garage	_____
Parking Lot Islands	Yes _____ No _____
Number of Parking Lot Islands	_____
Number of Dumpsters	_____
Location of Dumpsters	_____
Irrigation System	Yes _____ No _____
Roof Type and Material	_____
Exterior Wall Type	_____
Exterior Paint Color	_____
Exterior Trim Color	_____
Window Frame Material	_____
Type of Glass for Windows	_____
Storm Shutters	Yes _____ No _____
Type of Storm Shutters	_____
Fencing	_____
Signage Type	_____
Sign Location	_____

PELICAN BAY FOUNDATION, INC.

DESIGN REVIEW REQUIREMENTS **COMMERCIAL PROPERTIES - NEW CONSTRUCTION AND RENOVATIONS**

Understanding the Process:

STEP ONE, PRELIMINARY CONCEPT PLANS:

The Foundation will review preliminary conceptual plans prior to actual construction and submission to the County for permitting and approvals.

STEP TWO, DESIGN PROPOSALS:

The Foundation will review design plans for building and landscaping. Owner shall provide copies of all County permits and approvals with plans.

Site Plans should include the following components:

- Building footprints, setbacks, street curb, parking, and easements;
- Automobile circulation and parking (include parking counts);
- Grading – proposed and existing contours;
- Outdoor use areas (paths, sidewalks, parking, etc.);
- Trash container storage (location and screening);
- Hard surface materials (driveways, patios, courtyards, etc.);
- Site-entry signage and exterior lighting locations;
- Calculations: total area of site and percentage of total area for: building, other paved areas, total impervious and pervious areas.
- Landscaping Plans, including irrigation plans

STEP THREE, CONSTRUCTION PLANS AND SPECIFICATION:

The Foundation will review all Construction Plans and Specifications. This review is the third and final step in the Foundation's approval process. Review of construction drawings and related information is required to insure consistency with Concept and Design approval previously submitted. (Additional fees may be incurred during the Review Process for changes and/or re-reviews and will be the responsibility of Owner). All fees must be paid prior to any approvals being granted.

Final Construction Plans should include a complete set of drawings as submitted for county building permit: architectural drawings, including electrical, plumbing, mechanical – HVAC; site development engineering drawings – all paving and drainage, potable, sewer and storm water systems; and final landscape plans. Plans must be signed and sealed by Architect or Engineer.