



Pelican Bay Foundation, Inc.

**Re: Design Review and Approval Program – Commercial 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. If you have any questions as to what constitutes an exterior alteration, please review your Covenant documents, check with your Property Manager, 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 "Commercial Signage". Please complete and return this Application along with a description of the sign, dimensions, installation date, completion date, and renderings of the signage to the Foundation Covenants Department 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 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](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

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

LANDLORD APPROVAL  
(if necessary)

APPROVAL:  
PELICAN BAY FOUNDATION, INC.

\_\_\_\_\_  
Signature

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

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

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)***