



Pelican Bay Foundation, Inc.

Re: Design Review and Approval –Landscape Project

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.

In accordance with the Design Approval Process, you must obtain both your Homeowner's Association approval and the Foundation's approval for any and all exterior landscape alterations before work can begin. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior landscape 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 Landscape Projects. Please complete and return this form along with a description of the work to be done (be sure all items on the Landscape Plan Requirements Checklist are included) to the Foundation Covenant Enforcement Office in order to begin the Design Review Process. 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. Again, no work may be commenced until written approval from your Homeowner's Association and the Foundation has been granted.

Please note that if during the construction process, construction equipment, materials, dumpsters, and or port-o-lets are located in excess of (15) working days you will be required to install a 6' high chain-link opaque green mesh fence. A copy of the Foundation's Construction Guidelines should be provided to your Contractor before work begins. The Construction Guidelines are available in the Covenant Enforcement Office or on our website at www.pelicanbay.org.

If you have any questions concerning this application or the Design Review Process, please do not hesitate to call me at 239-596-6180, ext. 237.

Kind Regards,

Frank J. Laney
Covenants Manager

THE PELICAN BAY FOUNDATION, INC.
REQUEST FOR DESIGN AND REVIEW APPLICATION
LANDSCAPE PROJECT ONLY

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: _____

SEE ATTACHED LIST FOR REQUIREMENTS FOR YOUR PROJECT – BE SURE ALL ITEMS LISTED ARE INCLUDED ON YOUR PLANS.

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 OR signature below, if applicable.
3. Copy of survey of property including legal description of property.
4. Copy of Collier County Permits (once obtained);
5. Landscape Design Review Fee - \$250 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.
6. Two (2) complete sets of Landscape Plans. **Landscape plans must be signed and sealed by Landscape Architect.** (See Landscape Plan Requirements for details to include on Plans).

Notes _____

Start Date: _____
Completion Date: _____

Any dumpsters on site during project? _____ Yes _____ No
Any Port-o-lets on site during project? _____ Yes _____ No

ASSOCIATION BOARD APPROVAL
Yes _____ No _____

PELICAN BAY FOUNDATION, INC. APPROVAL

Signature for Association – President Only

Frank J. Laney, Covenants Manager

Date: _____

Date: _____

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

LANDSCAPE PLAN REQUIREMENTS

In order to avoid delays and re-review fees, please be sure the Landscape Plans include the following:

General:

- Address of Property
- North orientation arrow
- Scale (1"=10' or 1"=8' for Residential and 1" = 40' for Commercial)
- Set-back lines
- Property lines
- Easements
- Fencing or Walls (all walls, fencing must be approved in writing prior to construction)
- Grading, Elevations, Drainage
- Irrigation
- Lighting

Grading and Drainage:

- Reflect existing grades at property corners, crown of road, finished floors of homes, garage and lanai
- Provide direction of drainage demonstrating that no run-off will impact adjoining/neighbors properties
- Reflect any detention/retention areas that may be required
- Site grading minimums for street flow (all surface water runoff must be properly handled and cause no ponding, erosion or unfavorable impact on adjacent sites)
- Grading and Drainage must conform to water management system criteria as permitted by Pelican Bay Services Division
- Note on Plan: Instructions to Call "Sunshine State One Call of Florida" before any work begins

Irrigation:

- Reflect 100% head to head coverage
- Reflect controller and rain sensor locations and proposed valve locations
- Split zones between turf and plants
- Reflect placement of irrigation heads
- Reflect individual run times and total run times of the system
- Reflect gallons per minute for individual zones
- Include note: No irrigation head closer than 12" of the foundation
- The use of drip and micro set irrigation is encouraged.
- Note on Plan: Instructions to Call "Sunshine State One Call of Florida" before any work begins

Lighting:

- Type of Lighting to be used (uplights, pathlights, etc.)
- Number of lights to be included
- Placement of lighting
- Type of controls, operation, installation, specifications, and voltage of lighting

Planting Plan:

- Reflect County required number of native trees per lot (including canopy trees)
- Use of Xeriscape principals in the grouping of plant communities is encouraged
- Plant legend to include key, quantity, Botanical and common names, specifications, size, spacing, native or non-native and water demands (refer to South Florida Water Management Guide for water requirements)
- Plant quality (FL#1 or better as listed in Florida Grades and Standards)
- Reflect grass/sod type to be used
- All required screening and buffering to be identified as such (all equipment pads, fencing and walls must be buffered or screened)
- Drive, walkways, courtyards, deck materials to be listed along with specifications, materials, dimensions, patterns and colors
- Landscape features and details including fountains, walls and landscape lighting
- Protection of existing vegetation and method of protection along with other planting details
- Reflect all existing or required street trees
- Reflect all existing utilities and utility easements
- Note on Plan: Instructions to Call “Sunshine State One Call of Florida” before any work begins