

IV CONSTRUCTION GUIDELINES

A. ADHERANCE TO PELICAN BAY FOUNDATION GUIDELINES

With a few exceptions which are described below, the Construction Guidelines to be followed in Isle Verde are those imposed by the Pelican Bay Foundation, which are attached as Appendix C. There are a few guidelines which the ARB have adopted for Isle Verde which are more restrictive than the Pelican Bay Foundation Guidelines; therefore, the Isle Verde Construction Guidelines take precedence. Those are listed below.

B. WORK HOURS, DAYS, AND TIME OF YEAR

The Declaration specifies the permitted working hours, days, and times of year. Those requirements are repeated here. Major Projects may only be performed from 7:00 a.m. to 5:00 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m., on Saturdays, from May 1 through October 31 of each year. If such work is not completed by and within the above dates, all such work must cease until May 1 of the following year. Provided, however, an Owner may request that a Major Project be allowed to continue beyond October 31 and the ARB may permit same if it determines that (i) the project can be completed within a reasonable amount of time after October 31, (ii) the nature of the work will not create excessive noise, or (iii) the reason for the delay in completion of the project was beyond the Owner's control.. Minor Projects may be performed from 7:00 a.m. to 5:00 p.m., Monday through Friday, and 7:00 a.m. to 3:00 p.m. on Saturdays from May 1 through October 31 and from 8:00 a.m. to 5:00 p.m., Monday through Friday from November 1 through April 30. No work, whether it be a Major Project which the ARB has allowed to continue beyond October 31 nor a Minor Project, can occur between December 24 through January 1 of each year. The above limitations shall not apply to any "emergency work" needed to be performed to a Home or Lot. Emergency work shall be any work necessary to preserve a Home or Lot from damage or work necessary to restore utility services to a Home. Further, all Major and Minor Project must be performed during the days and times which are consistent with the Pelican Bay Foundation rules and guidelines and applicable local government ordinances, if such rules, guidelines, or ordinances are more restrictive than this sub-section. If this sub-section is more restrictive than the applicable Pelican Bay rules and guidelines and local government ordinances, then this sub-section shall apply.

C. PARKING

The number of construction vehicles must be kept to a minimum with car-pooling and/or shuttles encouraged. There may not be more than three construction vehicles on site at any one time. No Major or Minor Project shall cause the street right-of-ways to be obstructed or blocked. All vehicles and equipment may only be parked in the owner's driveway or on the side of the street in front of the Home. Adjoining owners' driveways may not be used by contractors for parking unless the owner has received written permission from the adjoining owner. A copy of said consent shall be given to the security guard and the Association President. Cargo and equipment trailers must be removed on weekends and holidays.

D. CONSTRUCTION DAMAGES; FINES

1. **Damages:** Any damage to Neighborhood Common Areas or neighboring lots caused by the owner, its contractor, sub-contractors, agents or employees, must be corrected immediately to the satisfaction of the ARB. If not corrected, the ARB may use the construction deposit to repair such damage and if the deposit is insufficient to complete the repairs, the Board may levy a Special Parcel Assessment against the owner and the lot, in accordance with the Declaration, to pay the costs of repair.



2. **Fines:** If an Owner or its contractors or sub-contractors violate any provisions of these Architectural Criteria or fails to construct in accordance with the approved plans, the ARB may levy a fine against the Owner in an amount up to \$100.00 per day for each violation but not to exceed \$1,000.00 in the aggregate for each violation. The notice of fine and opportunity for hearing outlined in Article XIII, section 1(b) of the Declaration shall apply. If any Owner requests a hearing pursuant to the Declaration, any member of the ARB may serve on the committee appointed by the Board to reside at such hearing so long as the member is not an officer, director, or employee of the Association. The ARB may deduct the fine from the construction deposit.

E. CONDUCT

The owner must ensure that all contractors and subcontractors control the conduct of their employees while working in Isle Verde. Loud music, profanity and other behavior which is a nuisance will not be tolerated. Employees, agents and suppliers shall comply with all traffic and parking rules within Isle Verde. Employees, agents or others violating these policies may be removed from Isle Verde and may be denied access.



ISLE VERDE NEIGHBORHOOD ASSOCIATION

HOMEOWNER INFORMATION

December 15, 2013

The Isle Verde Construction Guidelines, which are incorporated in the Isle Verde Architectural Criteria adopted as of January 27, 2011 clearly delineate work hours, days and times of year for homeowners to maintain, remodel or rebuild their residences. This summary is a quick reference (but not a replacement) of that information.

Emergency Work (any work necessary to preserve a Home or Lot from damage or work necessary to restore utility services to a Home) may be provided at any time.

Routine Service Work (maintenance and repair, landscaping, cleaning and other service providers) may be scheduled **Monday through Friday from 8:00 a.m. to 5:00 p.m.** throughout the year. No work shall be performed on Saturdays or Sundays or on National Holidays.

Major and Minor Projects: The Architectural Review Board reviews all submissions for projects in accordance with Section 5 of the Isle Verde Design Review Process. If a project is determined to be "major", work must be scheduled from **May 1 through October 31**. Work hours during these months may be scheduled **Monday through Friday from 7:00 a.m. to 5:00 p.m. and Saturday from 7:00 a.m. to 3:00 p.m.**

No work can occur from December 24 through January 1 of each year, except Emergency Work as noted above.

When owners are contemplating any work that may fall into the Major or Minor category, they are advised to refer to Article VI, Sections 1 through 11, regarding Architectural Control, amended by the members in 2011. Please talk with the property manager, a member of the ARB, or a member of the Board of Directors before proceeding with your project.



ISLE VERDE NEIGHBORHOOD ASSOCIATION

REQUEST TO MODIFY PROPERTY

Property Manager: B. J. Moore (239) 566-3191

Home and Lot Modifications: The Pelican Bay Foundation Master Association and the Isle Verde Architectural Review Board must review all changes to the exterior of your home, and Isle Verde ARB reviews and approves major and minor projects as defined by the Architectural Criteria documents. Please contact the Property Manager or a member of the ARB for information and the appropriate forms to be completed and approved before work can begin.

BRIEF DESCRIPTION OF PROPOSED MODIFICATION(S):

DOES THE CHANGE INVOLVE CHANGES TO THE EXTERIOR?

YES _____ NO _____

DOES THE CHANGE INVOLVE CHANGES TO THE INTERIOR?

YES _____ NO _____

IS A DUMPSTER REQUIRED? YES _____ NO _____

ESTIMATED START DATE: _____ ESTIMATED COMPLETION DATE: _____

NAME AND ADDRESS OF PERSON DESIGNING PROPOSED MODIFICATION:

CONTRACTOR: _____

ESTIMATED COST RANGE: _____

If applicable, please attach a sketch or drawing of the proposed modification(s).

Signature of Owner

Address

Date

Architectural Review Board Approval:

Chair: _____

Date: _____

Member: _____

Date: _____



APPENDIX A

Isle Verde Neighborhood Association
7000 Verde Way Address:
Naples, FL 34108

OWNER: _____
Address: _____

Lot #: _____

GENERAL INFORMATION

Contractor _____
License No. _____
Address _____
City _____
Telephone _____
Contact _____

DEPOSIT AMOUNT: _____

AGREEMENT:

I, _____ as owner for the construction project to be performed on my lot, acknowledge and agree that the deposit is being held by Isle Verde Neighborhood Association in order to insure that the improvements will be constructed in accordance with plans and specifications which have been approved.

I further acknowledge and agree that:

1. I have read and understand the Covenants and Restrictions applicable to the property and the Architectural Criteria and will follow and obey the said Covenants, Restrictions and Criteria.
2. I am responsible for completing the project as described by the drawings and specifications approved and any proposed changes will be submitted for approval prior to implementation.
3. Any costs incurred by Isle Verde Neighborhood Association for repair of damaged areas may be deducted from the Deposit.
4. The Deposit will be held in a non-interest bearing account. I understand that it shall be returned after completion of the Final Review by Isle Verde ARB and after deducting any costs for repair of damaged areas and any fines which have been levied.

WITNESSES:

OWNER'S SIGNATURE:

Application approved this _____ day of _____ by.

By: _____
ISLE VERDE ARB CHAIR OR VICE CHAIR



Pelican Bay **Construction Guidelines**

The Pelican Bay Foundation has prepared the following guidelines for individual or commercial property owners and for Neighborhood Associations. The guidelines apply to exterior and interior modifications. Because the guidelines are all-inclusive, not all apply to all projects. It is the responsibility of the individual or commercial property owners and Neighborhood Associations to ensure a copy of these guidelines is made available to all contractors and others working on the construction site. Questions about these guidelines should be directed to the Covenants Department (239) 596-8081, ext. 237.

Responsibility: It is the responsibility of the individual or commercial property owner or Neighborhood Associations to ensure that all contractor personnel are qualified, properly licensed, and insured. The property owner or Neighborhood Association is also responsible for adhering to design plans approved by the Foundation, notwithstanding acts of contractors, subcontractors, laborers, and material suppliers who are involved in the project. In addition, the property owner or Neighborhood Association is responsible for fees associated with the design review process and for costs incurred by the Foundation in enforcing the Policy Governing Architectural and Design Review.

Any infraction of this policy or of these guidelines may result in penalties as provided in the Amended and Restated Declaration and Protective Covenants and in the policies of the Foundation. At the discretion of the Foundation, the property owner or Neighborhood Association may be held monetarily accountable for damage to any Foundation common area resulting from construction on the owner's property.

Pre-Construction: Prior to starting construction, whether interior or exterior, the owner or his representative should contact the Foundation to discuss construction parking, dumpster and port-o-let locations, location of underground utilities, and other relevant information. Owner should use a line locating service to locate underground utilities prior to trenching or digging on the site.

Working Hours: Working hours within Pelican Bay are 7:00 a.m. to 5:00 p.m., Monday through Saturday. No work or construction activity is permitted on Sunday or holidays (New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas). Owners or Association should ensure contractor personnel do not arrive prior to the approved starting time.

Clean Building Sites: Contractor sites must be maintained in an orderly fashion, and be policed and cleaned daily for dirt in the street, gutter or sidewalk. Litter is to be picked up immediately and materials are to be neatly stockpiled. Dumping, burying or burning of debris anywhere on the property is prohibited. The owners or Associations will be responsible for cleaning and or replacing damaged or stained pavers, asphalt or concrete, at the discretion of the Foundation. Runoff due to inclement weather must be cleaned immediately in order to keep the storm water system in a workable condition and to avoid inconvenience to existing residences. If an excessive amount of debris collects on a construction site, the owner or the Association will be notified to remove it within 24 hours. Upon failure to comply, the Foundation reserves the right to remove the debris and charge the owner or the Association for costs incurred.

Barrier Fence: All owners or Associations are required to install a black or green 42" high mesh silt fence at drip-lines of any existing trees or vegetation to be preserved. This fencing should be properly staked at intervals not to exceed fifteen (15) feet and securely fastened with a backing strip. The fencing may be removed when beginning the final exterior landscaping.

Safety Fence: All owners or Association are also required to install a fence around exposed pool areas, demolition sites, and those areas in which children could be injured. Fencing for these areas will be of the chain-link type with green opaque material with a minimum height of 6', and installed in such a manner to withstand high wind and be child proof. This fencing is required when the perimeter fence described below does not surround the entire property.

Perimeter Fence: All owners or Associations are required to install a 6' high chain-link opaque green mesh fence around the perimeter property line of all construction sites. The fence is required for all sites in which



construction equipment and materials, dumpster and/or a port-o-let is located in excess of (15) fifteen working days which will designate the construction activity as a major project. The purpose for this fencing is to clearly identify the site limits for construction activity and prevent wind driven construction debris from scattering throughout the neighborhood. This fence will also limit the view of neighbors from construction activity and the unpleasant view of a construction site and the associated debris that routinely occurs. If any length of the above fencing has to be removed or is damaged, it is to be repaired by the end of the day. The above fencing must be installed prior to any construction activity.

Construction Trailers: No Construction trailers (office, sales or storage) are permitted without prior written approval of the Foundation.

Dumpsters: All dumpsters must be screened and positioned on the site behind a 6' high chain-link opaque green mesh fence prior to the start of construction. Do not overfill the dumpster and empty it without delay when full. Any spillage must be placed in the dumpster immediately. Approval by Neighborhood Association for placement of dumpsters is required.

Landscaping/Irrigation: Setbacks and adjacent properties may be landscaped with trees and sod that are irrigated by sprinkler lines. It will be the owner's or Association's responsibility to protect these trees, sprinkler lines and heads. To avoid potential damage to trees or sprinklers, the owner or Association will not allow anyone to park in these areas. Vegetation selected for preservation within an approved building site must be flagged and encircled with protective black or green construction silt fencing installed on four (4) by four (4) inch posts. This fencing must extend beyond the full spread of the tree's branches to reasonably ensure successful protection and extend at least four (4) feet above grade. Excavation in and around protected trees must be done by hand to avoid damage to the roots.

Nuisances: To respect the peace and privacy of residents, contractor personnel may not play music without using headphones, and may not wander around the neighborhood or the common areas. Fishing in lakes is prohibited and construction traffic is not to exceed the posted speed limit.

Parking: Owners or Associations will designate contractor-parking areas on their site. Parking if at all possible should not be in front of adjacent properties or in the common areas without Foundation approval. At no time should anyone park on the street in a manner which blocks traffic.

Port-O-Lets: The owners or Associations are responsible to ensure adequate sanitary facilities for contractor personnel. The port-o-let should be placed behind the 6' high chain-link opaque green mesh fence when required or in areas where it cannot be seen from adjacent property or the roadway. Cleaning trucks are not to be scheduled to clean out the port-o-lets before 8:30 a.m. This will minimize the disturbance to residents. Port-O-Lets shall be maintained in a clean, sanitary, and odorless condition.

Signage: Permit boxes must be generic, i.e., "plain white without use of logos or other copy. No signs of any kind can be installed on the owners or Association's construction site without prior written approval of the Foundation.

Storage of Equipment, Supplies and Materials: The construction site cannot be utilized as a temporary storage facility for construction equipment, trailers, vans or materials that have no planned immediate use. Materials and supplies delivered to the construction site must be limited to the site under construction. Construction materials are to be stored on-site behind the construction fencing in an orderly manner that will not interfere with pedestrian or roadway traffic. Parking of all equipment if possible should be in an area not seen from the roadway or adjacent properties. Please be considerate of adjacent property owners.

Please acknowledging your understanding and compliance with the above construction guidelines and return an executed copy to the Foundation. Please be reminded fines may be levied against the owner/contractor for non-compliance.

Owner

Contractor





Vendor Background Check Request Form

Property Owner's Name: _____ Member Number: _____

Mailing Address: _____

Home Phone: _____ Cell Phone: _____ Fax: _____

Email Address: _____

Property Address: _____

Neighborhood Association: _____

Brief Description of work being done:

Vendor Information:

Company Name: _____

Company Address: _____

Company Phone Number: _____ Fax: _____

Owner's Name: _____ D.O.B: _____

Owner's Address (if known): _____

Payment Options:

- ☐ Credit Card:- Name on Card: _____ Card Type: _____
Card #: _____ Exp: _____
- ☐ Check
- ☐ Cash

Please indicate how you would like the results sent to you.

Email _____ Fax _____ Mail _____

Date Submitted: _____ Member Signature: _____

Pelican Bay Foundation, Inc. - 6251 Pelican Bay Boulevard - Naples, Florida 34108
(239) 597-8081 - (239) 597-6802 FAX - E-Mail: smills@pelicanbay.org



I, _____ (print name), request that Pelican Bay Foundation ("Foundation") perform a background check on a potential vendor that will be providing services to me at my residence at Pelican Bay. I acknowledge that the services the Foundation is provided is limited to contacting local and state agencies and it will not be conducting any investigations. The Foundation will be relying on the information provided by the state and local agencies. Specifically, the Foundation will be contacting:

1. The Florida Department of Law Enforcement to check the criminal history of the "Owner" of the Company which may or may not be the individual that will be providing service in my residence,
2. Collier County Contractor Certification to search for the Company's occupational license and complaints against the Company that are filed with Collier County, and
3. Florida Department of Business and Professional Regulation to search for complaints filed with it against a Company.

I do hereby waive release of any and all rights and claims for damages I may have against Pelican Bay Foundation in providing the above services.

Signature: _____ Date: _____

Pelican Bay Foundation, Inc. - 6251 Pelican Bay Boulevard - Naples, Florida 34108
(239) 597-8081 - (239) 597-6802 FAX - E-Mail: smills@pelicanbay.org





Pelican Bay Foundation, Inc.

Re: Design Review and Approval Program – Minor Exterior Projects

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 alterations before any work may begin. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior 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 "Minor Exterior Projects". Please complete and return this Application along with a description of the work to be done along with all specifications, colors, materials, locations, duration, etc., 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 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.

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

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

Start Date: _____ Completion Date: _____ Inspection Date by Covenants Dept: _____

Additional Notes: _____

ASSOCIATION BOARD APPROVAL

Yes _____ No _____

Signature for Association – President Only

Date: _____

PELICAN BAY FOUNDATION, INC. APPROVAL

Frank J. Laney, Covenants Manager

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





Pelican Bay Foundation, Inc.

Re: Design Review and Approval Process - Major Exterior Projects

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 for any and all exterior and/or structural alterations before work can begin.

In accordance with the Design Approval Process, before any more may begin, you must obtain both your Homeowner's Association written approval and the Foundation's written approval for any and all exterior alterations. This process allows for continuity within your Association. If you have any questions as to what constitutes an exterior 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 "Major Exterior Projects". An initial design review fee of \$500 must be paid to the Foundation prior to the commencement of the Design Review Process. Additional fees may be incurred during the Review Process for changes and/or re-reviews and will be the responsibility of the Member. All fees must be paid prior to any approvals being granted. All major projects will be reviewed by the Architectural Review Team which includes a consulting architect. Please complete and return this Application along with following items to the Foundation in order to begin the Design Review Process:

1. Completed Application for Design Review.
2. Two (2) complete sets of Construction Plans (including all mechanicals) with original signature and seal of Architect or Engineer.
3. Initial Design Review Fee of \$500 payable to Pelican Bay Foundation, Inc.
4. Homeowner Association Approval, if applicable.

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 to complete. Again, no work may be commenced until written approval from your Homeowner's Association and the Foundation has been granted.

For all contractors working on your project, we urge you to share a copy of the Foundation's Construction Guidelines prior to the project's commencement to be aware of the requirements of working within Pelican Bay. The Construction Guidelines are available in the Covenant Enforcement Office or on our website at www.pelicanbay.org. These guidelines apply to all exterior and interior renovations. Please give particular attention to the requirement for fencing for construction projects in excess of fifteen (15) days.

If you have any questions concerning these requirements or the Design Review Process, please do not hesitate to call the Covenants Department at 239-596-6180, ext. 237.

Kind Regards,

Frank J. Laney
Covenants Manager



THE PELICAN BAY FOUNDATION, INC. - DESIGN AND REVIEW APPROVAL APPLICATION
MAJOR EXTERIOR PROJECTS

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: _____

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, if applicable or signature of President at bottom of this application.
3. Design Review Fee - \$500 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.
4. If landscaping changes are anticipated, please also include Landscape Design Review Approval Application, plans and fees.
5. Two (2) complete sets of Construction Plans & documents, including all mechanicals. * Plans must be signed and sealed by Architect/Engineer. The plans must reflect restrictions, easements & set-backs for the property and include the following:

<input type="checkbox"/> Changes to existing Site Plan (Plans must reflect existing conditions and proposed changes)	<input type="checkbox"/> Changes to Roof plan (Plans must reflect existing roof and proposed changes to roof, including skylights, dormers, cupolas)
<input type="checkbox"/> Changes to Structural plan (Plans must reflect existing conditions and proposed changes)	<input type="checkbox"/> Grade elevations (Drainage plans to reflect how runoff will affect adjacent properties)
<input type="checkbox"/> Proposed floor elevation changes (Plans must reflect existing conditions and proposed changes)	<input type="checkbox"/> Room Additions, change in foot print of home (Plans must reflect existing conditions and proposed changes)
<input type="checkbox"/> Pool or Spa (including Screen/Cage) (Plans must reflect existing conditions and proposed changes)	<input type="checkbox"/> Water features (koi ponds, waterfalls, ponds) (Plans must reflect existing conditions and proposed changes)
<input type="checkbox"/> Cabanna or Loggia (include all specs)	<input type="checkbox"/> Outdoor Kitchen (Please include all specs, materials and locations)
<input type="checkbox"/> Outdoor fire pit or fireplace (include specs and location)	<input type="checkbox"/> Addition of Lanai, Deck or Porch (provide all specs, materials, location, etc)
Material specifications - Provide specifications and/or samples of all exterior materials, colors, etc.	Identify changes from existing colors, attach color samples, include Manufacturer and color code

Notes: _____

Start Date: _____

Any dumpsters on site during project? ____ Yes ____ No

Completion Date: _____

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

APPROVED: Association Board Approval

APPROVED: Pelican Bay Foundation, Inc.

By: _____
President

By: _____
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





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: _____

Any dumpsters on site during project? _____ Yes _____ No

Completion Date: _____

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

ASSOCIATION BOARD APPROVAL

PELICAN BAY FOUNDATION, INC. APPROVAL

Yes _____ No _____

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/neighborhood 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

