

**ARCHITECTURAL REVIEW COMMITTEE REQUEST FORM**

Homeowner Name (s): \_\_\_\_\_

Address / Unit #: \_\_\_\_\_ Email: \_\_\_\_\_

Local Phone #: \_\_\_\_\_ Away Phone #: \_\_\_\_\_

Describe the nature of your alteration in detail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include (via attachments if necessary) the following:

- **Name of company performing work**
- **Certificate of Insurance**
- **Copy of Occupational License**
- **County Permits**
- **Drawings, plans, color or material samples**

**\*\*I agree that variances from the Tierra Mar ARC Guidelines are the responsibility of the applicant. I have read and understand the Tierra Mar ARC Guidelines.**

**Initials**

Mail this application & materials to: EAGLE Property Management  
P. O. Box 112260 Naples, FL 34108-0138

I (we) herby make application to the Architectural Review Committee and Board of Directors of the Tierra Mar Association for the alteration described above. I/we understand that written approval of this request is in compliance with Association Declaration of Covenants and must be approved in-writing by the Board of Directors prior to work commencement. I/we also acknowledge that we could be responsible for removal of the alteration items if installed without the written approval of the Association, or is deemed by the Board of Directors to be not in compliance with the Design Review Standards of the Association Guideline Documents. I/we further acknowledge that any contractor damage done to Association common property or other homeowner property is my responsibility. Power must be supplied from units, not common exterior utility outlets.

\_\_\_\_\_  
(Signature of Applicant) (Date) (Signature of Co-Applicant) (Date)

Board of Directors' Decision: \_\_\_\_\_  
APPROVED DISAPPROVED OTHER

Comments: \_\_\_\_\_  
\_\_\_\_\_

Authorized Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**MINOR EXTERIOR PROJECTS**  
**Homeowner's Association (HOA)**  
**Condominium Association (COA)**

Dear Member:

The Pelican Bay Foundation Design Review & Covenants Department, is responsible for architectural controls for Pelican Bay. It is important to be aware of the Design Review Approval Process, what is required, the timing of projects and obtaining approval prior to the commencement of any work. Before starting any project, we recommend you review the Design Review Guidelines and Construction Guidelines on the Pelican Bay Website on the Covenants Page to ensure you understand the process and submit a complete package.

The Design Review & Covenants Department has 30 days to review your project. We encourage you to anticipate your project by submitting for approval at least thirty (30) days prior to your proposed start date. The 30-day review process does not begin until all required items have been submitted, incomplete or missing items from your submission will delay your process and the 30-day review period will not commence until all required items have been received. The following items must be submitted for review:

1. Completed Design Review Application for Minor Projects.
2. Approval from your Association or Architectural Review Committee (copy of the Meeting Minutes approving the project).
3. Copy of survey for property, if applicable.
4. Specs, materials, colors, etc. for your project.
5. Proposed start and completion date.
6. If a dumpster or port-o-let will be required on site during your project. (See Construction Guidelines for details on placement, screening requirements and emptying).

As a reminder, all exterior projects require Foundation approval and no work may be commenced until written approval from the Foundation has been granted. If you have any questions as to what constitutes a minor exterior project or if approval for a project you are anticipating is required, or have any questions concerning the design review process, please feel free to call the Covenants Department for clarification at 239-596-6180, ext. 230.

Sincerely,

*Lisa Warren*

Lisa Warren,



## DESIGN REVIEW APPLICATION MINOR EXTERIOR PROJECTS

Neighborhood Association: _____	
Site Address: _____	
Parcel #: _____	Pelican Bay Unit #: _____ Block: _____ Site #: _____
Owner Name: _____	Member #: _____
Mailing Address: _____	State: _____ Zip Code: _____
Email Address: _____	Home Phone: _____ Cell Phone: _____
Architect: _____	Builder: _____
Landscape Design Architect: _____	Work to be done by: <input type="checkbox"/> Self <input type="checkbox"/> Contractor
Proposed Start Date: _____	Proposed Completion Date: _____
Owner Signature: _____	Date: _____

***From the List Below Select the Type of Project - Must Provide Items Noted for Project with Application  
No Design Review Fee Required***

<b>Air Conditioning (Replacing or Adding)</b> (provide specs, survey showing location & required screening)	<b>Outdoor fire pit or fireplace</b> (within existing footprint) (provide specs, materials, location)
<b>Antenna /Satellite Dish Installation</b> (provide specs and location of installation)	<b>Outdoor Kitchen</b> (within existing footprint) (provide specs, materials, location)
<b>Driveway or Walkway Replacement</b> (provide specs and materials)	<b>Outdoor Recreational Equipment</b> (provide specs, materials, and copy of survey reflecting location)
<b>Downspouts/Gutters</b> (provide layout, specs, materials)	<b>Outdoor Shower</b> (within existing footprint) (provide specs, materials and location)
<b>Decorative Shutters</b> (provide specs, materials, location of shutters on floorplan)	<b>Pool Deck Change</b> (within existing footprint (change tile, pavers, decking) – provide specs and materials)
<b>Dumpster or Port-o-let on Site for Exterior Project</b> (provide location and require screening)	<b>Propane Tank Installation</b> (provide specs and copy of survey reflecting location)
<b>Equipment Wall or Trash Enclosures</b> (provide specs, materials, copy of survey reflecting location)	<b>Roof Replacement</b> (provide specs, materials, colors)
<b>Exterior Door Changes (Entry, Garage, Side Doors)</b> (provide specs, materials, colors, location)	<b>Screen Enclosure Removal</b> (pool enclosure – requires pool fence installation) (provide specs and materials)
<b>Exterior Lighting Changes</b> (provide specs, materials, type and location of lights)	<b>Skylights or Solar Tubes</b> (provide specs, materials and location of installation)
<b>Exterior Low-voltage Lighting for Landscaping</b> (24 volts or less - provide specs, survey reflecting location)	<b>Solar Collectors/Panels</b> (provide specs, materials and location of panels/collectors)
<b>Exterior Painting or Re-Painting</b> (provide colors and location) Sample Must be Painted on Structure for Review by Field Inspector prior to project start)	<b>Sod Removal or change</b> (provide type of existing sod and new sod)
<b>Fence Installation or Replacement</b> (provide specs, materials, color, copy of survey reflecting location and screening/buffering)	<b>Temporary Structures</b> (provide specs, materials, and copy of survey reflecting location)
<b>Flag/Flagpole</b> (provide specs, materials, copy of survey reflecting location)	<b>Trellis, Pergola or Gazebo</b> (provide specs, materials and copy of survey reflecting location)
<b>Generator Installation</b> (provide specs and copy of survey reflecting location)	<b>Window/Slider Replacement</b> (provide specs, materials and location of windows on floorplan)
<b>Hurricane Shutters</b> (provide specs, materials, location of shutters on floorplan)	<b>Tree Removal</b> (provide location of tree to be removed)
<b>Lawn Ornaments or Yard Art</b> (provide specs, materials, copy of survey reflecting location)	<b>Water Feature (fountain, waterfall, koi pond)</b> (provide specs, materials and copy of survey reflecting location)
<b>Mailbox Replacement</b>	<b>Other – Describe below</b>

**Describe the scope of your project including any and all details relative to your project and provide specs for all materials being used:**

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**ASSOCIATION APPROVAL:**

**Association Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

*(Must be Board President or ARC Chair Signature)*

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

**FOUNDATION APPROVAL:**

**Pelican Bay Foundation, Inc.**

**Signature:** \_\_\_\_\_

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

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



## Construction Guidelines

The Pelican Bay Foundation has prepared the following guidelines for property owners, whether individual, commercial property owners and/or a Neighborhood Association. 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 property owner 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.230.

**Responsibility** - It is the responsibility of the property owner to ensure that all contractor personnel are qualified, properly licensed, and insured. All property owners are 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, property owners are responsible for any fees associated with the design review process and for the costs incurred by the Foundation in enforcing the Design Review Guidelines and related governing documents. Any infraction of this policy or of these guidelines may result in penalties/fines, as provided for in the Declaration, the Act, and in the policies of the Foundation. At the discretion of the Foundation, the property owner may be held monetarily accountable for damage to any Foundation common area resulting from the construction on the property owner's property.

**Pre-Construction Meeting** - Prior to starting construction, whether interior or exterior, the property owner shall contact the Foundation to meet and discuss construction parking – on lot, offsite parking and shuttling workers and materials to the construction site, the dumpster and the port-o-let locations, location of underground utilities, perimeter fencing and gates, and other relevant information. The property owner shall use a line locating service to locate underground utilities prior to trenching or digging on the site.

**Construction Site Supervisor** - A construction site supervisor is required for all projects. This Construction Site Supervisor should be present whenever parking or deliveries occur to ensure that vehicles do not limit access and no damage occurs to roads, streets or adjacent properties. The property owner shall assume responsibility for any damage and take steps to immediately correct the damage. A phone number for the owner and Construction Site Supervisor (including an after-hours phone number) is required in the event the Foundation needs to reach someone after hours.

**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 on federal holidays. Property owners should ensure contractor personnel do not arrive prior to the approved starting time.

**Clean Building Sites** - All construction sites are to be maintained in a clean and orderly fashion throughout the construction process. Construction materials are to be neatly piled on site; debris and rubbish are to be contained and periodically removed; tall, unsightly weeds are to be routinely cut back, streets and sidewalks adjoining a construction site are to be frequently swept clean of dirt and construction trash. Dumping, burying or burning of debris anywhere on the site is prohibited. The owner shall 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, as determined in the Foundation's reasonable discretion, the property owner shall be notified to remove it within 24 hours. Upon failure to comply, the Foundation reserves the right to remove the debris and charge the property owner for the costs incurred by the Foundation for the removal.

**Demolition** – No demolition or lot clearing is permitted until final construction plans have been reviewed and approved in writing by the DRC. No demolition or lot clearing will be permitted until all perimeter fencing and/or gates have been installed. All demolition projects will require the issuance of all governmental permits required, all necessary safety precautions, including flagmen and/or traffic control to avoid any congestion or street blocking from equipment, deliveries or materials. Demolition activities shall not interfere with the free passage of traffic through and around the roads and sidewalk.

**Barrier Fence** - All owners shall 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 for the construction site.

**Safety Fence** – All property owners shall 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 shall be child proof.

**Perimeter Fence** – Once all final construction plans have been approved by the DRC and construction is ready to begin, property **owner** shall install a six foot (6') high chain link opaque green mesh fence around the perimeter property line of the construction site. The fence is required for all sites that are to be demolished or on which construction equipment and materials, dumpster and/or a port-o-let are located. 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 must be repaired by the end of the day. The above fencing must be installed prior to any construction activity commencing on the site. This fencing must remain in place at all times during the project until a Certificate of Occupancy has been issued or the project is complete, whichever occurs first. Prior Foundation approval in writing is required to remove any portion of the fencing during the construction project.

**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. Dumpsters should not be overfilled and should be emptied without delay when full. Any spillage must be placed in the dumpster immediately. Approval by the applicable Neighborhood Association for placement of dumpsters may also be required.

**Landscaping and Irrigation** – Setbacks and adjacent property may be landscaped with trees and sod that are irrigated by sprinkler lines. It will be the property owner's responsibility to protect these trees, sprinkler lines and heads. To avoid potential damage to trees or sprinklers, the owner shall 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" x 4" 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.

**Tree Protection** - The principle objective of these tree protection and preservation guidelines is to preserve the existing mature shade and flowering trees within the single-family home lots to the greatest extent possible, valuing them as a primary asset of this established community and to preserve the unique character of the existing surrounding Neighborhood. Prior to land clearing, all trees that are proposed to be removed shall be marked with red flagging and barricades shall be erected around trees proposed to be protected. All barricades shall remain in place in good condition throughout construction. The

movement of equipment or the storage of equipment, material, debris or fill shall not be permitted within the tree's protective barrier. The cleaning of equipment or material or the storage or disposal of waste materials such as paint, oil, solvent, asphalt, concrete or mortar shall not be permitted within the drip line of any tree or group of trees. No damaging attachment wires, signs or permits shall be fastened to any tree. Barricades shall be constructed with two by four (2' x 4') posts and two (2) rails of three inches (3") wide, seven-mil thick polyethylene tape of a high visibility color. Elevation changes within the protective perimeter of the tree shall be avoided where possible. Retaining walls and root pruning shall be required to minimize the disturbance of the tree's root structure. Roots shall be severed by clean pruning cuts utilizing root pruning equipment or by hand digging a trench and cutting the roots with a chain saw. Root pruning shall be required to a minimum depth of twelve inches below the depth of disturbance. Root pruning will not be required for utility lines that are installed by tunneling or directional bore through the root zone.

**Tree Removal** -No tree shall be removed without the prior written approval of the Foundation. To obtain approval to remove, replace or add trees in Pelican Bay, submit drawings, details and photographs to the Foundation prior to starting the project. A written recommendation from a Certified Arborist may be required. Living trees larger than six inches caliper may not be removed from the property without justification from an Arborist. The removal of larger trees will require the approval of the Foundation. All tree stumps must be ground out to 12" below grade and the area restored with sod or landscape area. All portions of the tree - wood chips, limbs, trunk, leaves, etc. must be removed from the site and disposed of properly.

**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** - The property owner shall provide for parking on the project site. Alternative parking sites may need to be considered and all arrangements for off-site parking must be arranged and approved in advance. Construction activities shall not interfere with the free passage of traffic through and around the roads and sidewalk. Construction traffic must be sensitive to the traffic patterns, speed limits, and the needs of the owners residing in the Neighborhood. There shall be no construction parking in front of already completed residences, on the roads or sidewalks, grass, or any other portion of the common areas. All construction parking shall be on the construction site or at another location not located on the owner's property mutually agreed to by the Foundation. At no time should anyone park on the street in a manner which blocks traffic. Property Owner must provide for a temporary graveled or stabilized area for construction access and parking within the site. The stabilized area shall be located at points where vehicles enter and exit the construction site and the parking location. Upon completion of the project, the property owner shall restore the area to its original condition or better. The purpose of the graveled or stabilized area at the entrance to the project site is to eliminate and reduce tracking or flow of sand, mud, concrete wash or other related material onto the right-of-way.

**Construction Damage.** Any damage to streets and curbs, drainage inlets, sidewalks, street lights, street markers, mailboxes, walls, grass, etc., caused by or during construction is the responsibility of property owner and must be immediately repaired by the property owner.

**Utilities** - If any telephone, cable television, electrical, water, gas, etc. lines are cut, it is the property owner's responsibility to make arrangements for immediate repairs. Additionally, property owner is required to report the incident immediately to the Foundation Covenants Department 239-596-6180, ext. 237.

**Port-O-Lets** - The property owner is responsible to ensure adequate sanitary facilities for contractor personnel. Position port-o-lets 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** – No signs of any kind can be installed on the property owner’s construction site without prior written approval of the Foundation. Before any sign fabrication or installation will be permitted, the property owner must submit to the Foundation for approval a rendering of the proposed sign, including specs, materials, size, height, placement, and location. Signs for construction sites must comply with the following:

1. One (1) sign may be erected and located upon a construction site.
2. The sign must be painted white (color SW 2207).
3. The sign may include a color rendering of the structure.
4. No contractor, builder, or architect information may be included on this sign.
5. Sign shall be located a minimum of 10 feet from any property line.
6. Sign shall be securely built with a maximum sign area of four (4) square feet (2' x 2") with a maximum height of six (6) feet.
7. All construction signs shall be removed prior to the issuance of a certificate of occupancy for the structure.

All signs must be in compliance with the Pelican Bay Planned Unit Development (PUD) (Section 2, Paragraph 2.16), the Collier County Land Development Code (Chapter 5, Section 5.06.00), Collier County Municipal Code and the Signage Regulations for Pelican Bay. Copies of all approved local, county or state permits shall be provided to the Foundation as part of the Design Review process.

**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 construction equipment shall be in an area not seen from the roadway or adjacent properties.

**Requirements During a Weather Emergency** - It is the responsibility of the property owner to secure and/or remove the construction materials at the project site at least 48 hours prior to the predicted landfall of a tropical storm or hurricane for any portion of Collier County Florida, as determined by the National Weather Service, National Hurricane Center. All construction materials, including roof tiles, on project sites within Pelican Bay shall be secured and stored onsite in a safe manner or removed so that no material can become a safety hazard with hurricane or tropical storm force winds. Media broadcasts or notices issued by the National Weather Service or National Hurricane Center of an approaching tropical storm or a hurricane is hereby deemed notice to the property owner. By holding a building permit during hurricane season, the property owner shall monitor the National Weather Service and the National Hurricane Center for weather emergencies. A pre-storm inspection shall be required for all active construction sites involving exterior work and/or exterior storage of materials by the property owner. Failure to properly secure a job site will be considered a violation of these guidelines and the property owner will be responsible for any costs associated with securing job sites that have not complied with and /or any costs related to damage caused by not securing the site. The contents of construction site dumpsters must be removed or weighted and secured. Portable toilets shall be secured to the structure, dumpster or emptied and laid horizontal and secured to the ground. During the National Weather Service designated hurricane season, building or roofing materials shall not be loaded on a roof earlier than ten working days prior to the permanent installation of the materials.

**Project Timing** - If an application is approved, work must commence within six (6) months of the later to occur of final Project Approval, or obtaining a building permit. If the approved alterations to the site are not physically commenced within six (6) months, the Project Approval will expire, and the property owner must reinitiate the Project Approval process as per the direction and requirement of the DRC. Any proposed variations from a project as approved hereunder must be submitted in writing to the Covenants Department and approved hereunder prior to implementation. If the Project Approval or any other agreement does not specify a maximum period, construction must be completed within eighteen (18) months of its commencement. If not completed within eighteen (18) months of commencement, or within any extended period granted by



the DRC, the property owner and the Plot will be deemed in violation of the Governing Documents and these Guidelines. Consistent with Section 8.04 of the Declaration entitled "Completion of Construction–Remedy," once commenced, the project must be prosecuted diligently and completed as indicated in the approved project timeline.

**Enforcement** - A representative of the DRC or the Covenants Department will conduct periodic field reviews to ensure compliance with approved plans, Design Guidelines including the construction guidelines, and the Governing Documents. Any noncompliance will be considered a violation of the Governing Documents or restrictions affecting the Plot, and the Board or the DRC may exercise all remedies under Florida law and the Governing Documents for violations. Without limiting the generality of the foregoing sentence, the DRC or the Board may immediately require that all work on the property cease and desist until the violation is cured, may remove or remedy the violation, and/or seek injunctive relief requiring the removal or remedying of the violation. In addition, the DRC or the Board may record a notice of violation in the Public Records of Collier County. The DRC will be entitled to recover all costs incurred in enforcing compliance.

**Acknowledgement** – Owner and Contract must sign below acknowledging their 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 property owner for non-compliance.

**Owner:**

\_\_\_\_\_  
Owner Name – Print Name

\_\_\_\_\_  
Signature of Owner

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

**Contact Info:**

Home:\_\_\_\_\_

Business:\_\_\_\_\_

Cell: \_\_\_\_\_

Email:\_\_\_\_\_

**Contractor:**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Contractor

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

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

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

**Contact Info:**

Business:\_\_\_\_\_

Cell:\_\_\_\_\_

Email:\_\_\_\_\_

**Contact Info for Project Supervisor**

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

Cell Phone:\_\_\_\_\_

Email:\_\_\_\_\_