



Pelican Landing Community Association

DESIGN REVIEW APPLICATION

Pelican Landing Community Association
Attn: Heather Bruno
Director of Covenant Enforcement
24501 Walden Center Drive
Bonita Springs, FL 34134
Telephone (239) 947-5977; ext. 202
Email drc@pelicanlanding.com

DEADLINE: Applications must be submitted via email, the online Application system, or hand delivery to the PLCA Office by **5:00 p.m. on the first Thursday of each month.** Applications sent by regular mail must be received by the same deadline. The Design Review Committee, (DRC) meets on the second Thursday of each month.

Date of Application _____ Estimated Project Completion Date _____

Homeowner Name _____

Mailing Address _____

Phone _____ Mobile Phone _____

Email _____

Pelican Landing Street Address _____

Neighborhood _____ Homeowner Signature _____

Applications from Homeowners in neighborhoods with a Condo or Homeowner Association must be approved by their Board of Directors and signed by an authorized individual (generally a Board member or property manager) This requirement may waived in exceptional circumstances as determined by the DRC.

Approved by the Neighborhood Board of Directors _____ Date _____

By (signature) _____

Print Name _____ Title _____

No Work May Commence Until Written Approval Is Received From PLCA. Failure to submit a Design Review Application prior to starting work on any exterior projects will result in the homeowner being levied a late application fee.

- Homeowners are responsible for meeting all ordinances and applying for all permits required by relevant governmental agencies.
- **If you have a contractor, attach their Florida Business License and Certificate of Liability and workmen’s Comp to your Application.** Homeowners are responsible for damage to PLCA property.
- Submission of this Application grants the DRC and PLCA staff access to your property to inspect exterior changes. Paint samples and tree marking ribbons should be easily located and visible for inspection starting on the date the Application is submitted and remaining through the date of the DRC meeting.
- If you have questions, please contact Heather Bruno, Director of Covenant Enforcement, at the PLCA office (239) 947-5977, ext. 202, to avoid potential delays in considering your Application. You should also contact her if you have not received a letter of approval or disapproval within ten days after the monthly DRC meeting.
- If your project is not completed by your Approved project completion date that is assigned by the DCE in your Approval letter, the Owner must contact the DCE to request an amended project completion date.

- A single Application may be used for more than one type of project. Checkmark each category requiring approval. Include all required information by attaching required photos, sketches, documents, and specifications. Submit or prepare samples as required. Incomplete applications will not be considered.

Landscaping Changes

Required: A landscaping plan or marked up photo indicating all changes to the current landscaping. This includes material being removed, replaced, relocated or added and should specify specific plant names, sizes, quantities and location for new and relocated plant material. Include a “before” photo. Do not remove landscaping until your Application is approved.

Tree Removal/Relocation

Please review Policy 300.05 "Applications to Remove Mature Trees" on the PLCA website which details the information required for tree removal Applications. At its discretion, the DRC may require the written opinion of a licensed ISA Arborist chosen by PLCA with the Arborist's fee to be paid by the Applicant. The fee is required to be paid by the Owner to PLCA before the Application is considered by the DRC Committee. An Owner who does not agree with the Arborist's opinion may engage and submit the opinion of a second ISA Arborist for the DRC's consideration.

Required: Written letter explanation of the reasons for removal including all mitigation efforts which have been undertaken to preserve the tree.

Required: Tree(s) to be removed must be marked with a colorful ribbon around the trunk as of the date of Application through the DRC meeting.

Required: Photo should show the surrounding area as well as the tree(s) you would like to remove.

Required: Replacement plan – a drawing or sketch indicating the location of tree(s) to be removed and the approximate height, type and location of the replacement tree(s). Trees should not be planted in utility easements.

Exterior Painting (including same color)

Roof and house colors must be compatible with, and not identical to, the colors of adjacent homes and those in close proximity.

Required: A 2 ft. x 3 ft. sample of each color painted on the front or side of the house with each sample labeled either by name or by location (walls, trim, garage, etc.) when the application is submitted, and the samples should remain until the Application is approved.

Required: A clear photo from the front of the home showing the current exterior paint colors

List color number, color name and paint brand for:

Walls _____

Trim/banding _____

Garage _____

Front Door _____

Location of the paint samples _____

Exterior Lighting, Landscape Lighting, Pathway Lighting, Moonlight Lighting, Light Fixtures, and Post Lighting

Required: Photo of house/yard with new lighting locations marked.

Required: Photo/spec sheet with size specifications and picture of new fixture(s)

Manufacturer _____ Style # _____, Name _____

Roof Tiles (see note on color choices under "Exterior Painting")

Required: A clear color photo of the home including roof and driveway, avoiding shadows that make it difficult to determine existing colors

Required: Sample of new roof tile placed outside the front door when the Application is submitted for the DRC to review in person.

Tile Manufacturer _____

Material/Style _____

Color/Blend Name _____

Driveways, Walkways and Parking Area Pavers

Pavers are preferred and may be required – check neighborhood covenants.

Required: A clear color photo of the home including roof and driveway, avoiding shadows that make it difficult to determine existing colors

Required: A sample of paver material or finish placed outside the front door for the DRC to review in person

Manufacturer _____

Material/Style _____

Color # and Name _____

Replacement Windows, Doors, Pool Cages, or Lanai Enclosures

Reflective glass or foil window coverings are not permitted. Replacement windows should specify color and nature of any tinting. Opaque exterior pool cage or lanai screening is not permitted.

Required: A "before" photo and drawings, specs, descriptions pertinent to any changes. Pool cages and lanai enclosures must be the same footprint. If the footprint is changing, use the "Additions, Alterations, Modifications" section on the next page.

Frame Color: Bronze _____ Other _____ (name of color)

Location(s) _____ Manufacturer _____

Hurricane or Storm Shutters

Required: Photo or sketch indicating location for shutters and specifying interior or exterior mounting

Required: Specifications for shutters including manufacturer, color, dimensions, style and an illustration or photo of the proposed shutters.

Generators/Fuel Tanks (new and replacement)

All mechanical equipment must be screened, preferably with low walls softened by landscaping or plant material of sufficient quantity, size, height and density at the time of planting to make the equipment invisible from the street, neighbors and golf course. Tanks larger than 24 gallons (100 lbs.) and 48" in height must be buried. All buried tanks must be registered with PLCA.

Required: Detailed specifications indicating the type, color and size of equipment along with a professional site plan indicating all setback and property lines and the location of proposed equipment.

Required: Details of wall or landscape plan to fully screen the equipment

Solar Collectors/Satellite Dishes

Required: A detailed plan and specs indicating the manufacturer, size, color and nature of the proposed equipment along with the proposed location indicated in the plan, sketch or photo

Additions, Alterations, Modifications (House, Lanai, Pool Cage, Other)

Required: *For significant exterior renovations or proposed additions, Homeowner should consult the Director of Covenant Enforcement for more detailed information about PLCA architectural standards, design/build guidelines, surety bonds, fees and other information required for approval. There are special procedures, deadlines and unique Neighborhood covenants to be considered. Expansions greater than 5% are not permitted unless they meet the standards for, and are approved as, a variance.*

Required: Photos of area where work is proposed and landscaping plans for areas of work

Required: Detailed professional drawings with all dimensions, elevations, material lists, color details, plot plan including setbacks and easements.

Required: A written explanation fully describing the scope and nature of the proposed work should be included in the Statement/Explanation box at the end of this form.

Other Requests

Required: A detailed description of what is being requested including any pertinent information such as manufacturer, dimensions, color, material, location and photos.

Homeowner Statement/Comments/Explanation

Required: If the nature of your project is not obvious, please attach a written statement describing the nature and scope of your planned modifications to help the DRC committee understand your Application.

A Standards Exception Request will need to be completed if you are requesting any of the following:

- On-Street Overnight Parking
- Garage Door Open for an Extended Amount of Time
- Delivery or Service Outside of Normal Hours (Monday-Saturday 7:00am -6:00 pm)
- Extended Work Hours for a Vendor
- Road closure for neighborhood block party
- Watercraft overnight in driveway
- Trailer Overnight in a Driveway
- RV overnight in driveway
- Dumpster Onsite
- POD onsite
- Porta Potty Onsite (Please review Policy 300.04-Guidance for Construction Projects)
- Garbage or Horticulture Curbside Early/Late

To complete the request online, login to the Pelican Landing Website and go to the Forms Tab/Procedural Forms/Standards Exception Request. Once you have completed this form, it will automatically forwarded to the Privacy Department for Approval.

If your community has an Association or Property Management Company they will also need to send in their approval for the request. The approval can be emailed to Barcodes@pelicanlanding.com. Once the Standards Exception Request is received and reviewed, the Privacy Department will send you confirmation when it has been approved. No work may commence until Privacy sends an approval.