

## HOW TO FILE A COMPLETED APPLICATION

An ARC Tree / Palm Removal & Replacement Application and Approval is required for all trees / palms in residential areas. Multiple trees / palms may be included in one application if they are included in a remodeling or new landscape plan, share the same conflict, or a grouping of trees / palms create the conflict. All of the following are pertinent to the request:

- Identify the tree / palm by its Common Name and whether it is “protected” or “non-protected.” A protected tree is required by the Community Development Order, all other trees / palms are non-protected. To help identify a protected tree / palm, refer to Exhibit O - Community Development Orders.
- Describe the location of a tree / palm for removal or replacement. This can be described in writing, identified on a drawing or identified on a copy of the Lee County Appraisers website (<http://rissvr.leepa.org/GeoView2/>)
- Describe the reason for removal or replacement of a tree / palm. It must include:
  1. Description of the remodeling or new landscape plan (if applicable).
  2. Description of the health of the tree / palm (if applicable).
  3. Description of the tree / palm conflict and the harm caused, i.e. not limited to utilities, sidewalk, driveway, adjacent trees / palms, etc.
- Describe any mitigation effort to date and their effectiveness. Or, describe the unlikely benefit mitigation may have on the tree / palm conflict. Refer to Exhibit M – Mitigation Guidelines.
- If required by the ARC, identify a replacement tree / palm by its Common Name and whether it is protected or non-protected. Identify the location. The original location is preferred; however, another location can be selected, particularly to avoid a future conflict. Refer to 2019 ARC Guidelines and Procedures, Landscape, Tree or Palm Replacement Guidelines
- Protected tree / palms will require a Village of Estero Vegetation Removal Permit. Apply for the permit after ARC approval. Contact the Village Community Development department, single family homes are not required to obtain a Vegetation Removal Permit. River Ridge CDD request to be notified if a tree / palm has been removed or replaced in the “right of way.”

**Anticipated Project Start Date:** The starting date is defined as the date when work will actually begin. Be cognizant of the thirty (30) days allowed for the Pelican Sound ARC approval.

**Anticipated Completion Date:** Please consider contingencies in projecting your completion date. These can include delays due to weather, material, or contractor availability.

**Owner Signature(s):** Lack of at least one owner signature on all pages of the document which require signatures will cause the application to be returned and the processing to be delayed.



**ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION**  
**Removal or Replacement of Tree or Palm**

**Please submit only one request per application.**

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address of property \_\_\_\_\_ Unit No. \_\_\_\_\_

Mailing address, if other than unit \_\_\_\_\_

Local Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Neighborhood Association \_\_\_\_\_

Neighborhood President \_\_\_\_\_

General description of proposed alteration (Attach detailed proposal)

- Tree / Palm Common Name: Indicate Protected or Non-Protected \_\_\_\_\_
- Tree / Palm location: \_\_\_\_\_
- Reason for Tree / Palm Removal: \_\_\_\_\_  
\_\_\_\_\_
- Describe effectiveness of mitigation efforts: \_\_\_\_\_  
\_\_\_\_\_
- Replacement Tree / Palm Common Name & Location (if required): \_\_\_\_\_
- Vegetation Removal Permit required / not required following ARC Approval Yes / No

Anticipated Project Start Date \_\_\_\_\_

Note: The start date is the date when work actually begins.

Please allow **thirty** (30) days for ARC approval.

Anticipated Completion Date \_\_\_\_\_

Note: Please allow for contingencies.

**Certified by ARC Date** \_\_\_\_\_

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

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

**Mail or Deliver to:**

Pelican Sound Golf & River Club, Inc  
ATTN: ARC  
4561 Pelican Sound Blvd.  
Estero, FL 33928

**CONDITIONS FOR ARC APPROVAL**

It is understood and agreed that The Pelican Sound Golf & River Club Inc, and/or the neighborhood association is not required to take any action to complete, repair, or maintain any approved change, alteration, or addition to the original structure or any other property. Nor is it required to complete, repair, or restore any damage, regardless of reason, to the existing structure, or any other property. The homeowner assumes all responsibility and cost for any addition or change and its future maintenance and repairs.

As a condition to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, heirs, and assigns thereto, hereby assume sole responsibility for completion, repair, maintenance or replacement of any such alteration or addition.

It is understood that time is of the essence and that the authority to perform an alteration granted by the ARC will automatically expire if the work is not completed within ninety days of the anticipated completion date. The ARC may consider requests for time extensions as a result of extenuating circumstances.

It is understood that any approval is contingent upon the completion of alterations in a workmanlike manner and in strict accordance with the submitted specifications and approved plan.

Prior to the commencement of any work, it is an applicant's responsibility to obtain all necessary permits and to meet the Village of Estero Building Codes. To insure compliance, the applicant may wish to assign this responsibility to the contractor. Questions about permitting and codes should be referred to the Village of Estero. Applicants are strongly advised not to obtain building permits or other permits before receiving ARC approval. If any County/Village (239-221-5036) department of other regulatory agency requires the plans to be changed in any way that affects the exterior appearance, the applicant must submit these changes for ARC review and approval. In such cases the ARC will make every effort to expedite the review process.

It is strongly recommended that any contractor be licensed and able to provide proof of insurance. The use of an unlicensed, uninsured contractor could result in a homeowner's being held liable for any injuries, unpaid subcontractors, or damages to the homeowner's, the Club's or a neighbor's property.

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

**ACTION by the NEIGHBORHOOD REVIEW COMMITTEE**

Reviewed with the following conditions/modifications:

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**ACTION by the PELICAN SOUND ARCHITECTURAL REVIEW COMMITTEE**

This application is:

Approved as requested

Approved subject to the following conditions/modifications:

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Rejected for the following reasons:

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Signature of Pelican Sound ARC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Pelican Sound ARC Member: \_\_\_\_\_ Date: \_\_\_\_\_

Returned to Club Administration: \_\_\_\_\_ Date: \_\_\_\_\_

Pre-Approved by Club Administration: \_\_\_\_\_ Date: \_\_\_\_\_