

Design Review Process

Step 1: Print a copy of the Portofino Design Application below. Feel free to consult with Portofino Board members concerning completion based on ACC guidelines and Portofino HOA standards.

Step 2: Submit the application to the Portofino HOA Board for initial approval. The Board will forward your application to the ACC.

Information required to be included with a Request for Design Review:

Adding to an existing structure such as pool, a driveway, paver deck or the like:

- Submit an “as built” site plan indicating setbacks and easements
- Show to scale where the new structure will be located
- If adding a screen cage, include color of frame and screening. Include drawing of the screen cage
- Show required landscaping around pool screens and mechanicals
- A grading plan is required for any homes located on a pond. All material needs to respect the Lake Maintenance Easement (LME)

Re-Painting an existing structure:

- Consult the Portofino HOA paint book for approved color schemes
- Include color of roof and driveway if driveway is other than cement

Removal or Addition of Landscaping:

- Show the footprint of residence and landscape location on a site plan
- Indicate landscaping with color marker to show what is to be added or removed
- Include the name and size of the new plant material

Storm Shutters

- Provide a footprint floor plan of the residence or for condos and villas, a cut-away showing exact placement of shutters. For example, outside bedroom window, across the lanai, etc. It is helpful to number each location
- Include the color of window trim and shutter slats and frame

Screen Doors and Entries

- Only screen doors with no decoration are acceptable
- A small kick plate and a crossbar as defined in the Pelican Preserve Design and Development Guidelines are allowed.
- Bronze is the preferred color

