

# Longwood Villas of Sarasota Homeowners Association

c/o Gulf Coast Community Management, LLC, 9040 Town Center Parkway, Lakewood Ranch, FL 34202

Office: (941) 870-5600

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www.GulfCoastCM.com

## REQUEST FOR ARCHITECTURAL APPROVAL

This request form is to be completed by the homeowner and submitted to the Architectural Control Committee for approval **BEFORE** any work commences. Please complete the form and mail to the address above or email to pm@tivolivillage.org.

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

Address: \_\_\_\_\_, Sarasota FL 34235 Phone: \_\_\_\_\_

Choose one of the request descriptions below:

\_\_\_\_\_ 1) Replace an existing villa element with the **ESSENTIALLY THE SAME** structure / color / lighting / type: (Provide a brief description and submit a current picture of the element to be replaced)

\_\_\_\_\_

\_\_\_\_\_ 2) Change/Addition/Installation Description: (i.e. pool, screen enclosure, hurricane shutters, patio, exterior lighting, exterior paint color change, etc.) **Complete the Location and Specifications below:**

\_\_\_\_\_

\_\_\_\_\_

You **MUST** attach the following:

- Location: A plot plan/survey showing the location of the addition or installation.
- Specifications: A copy of the plans or suitable drawing/picture which include Dimensions; Materials; and Colors (Sample or color chip **MUST** be provided.)

Estimated Time to Complete: \_\_\_\_\_ Days or \_\_\_\_\_ Weeks

**Neighbor Notification Required:** I have informed the neighbors at the addresses below about the proposed change/addition/installation I am requesting:

\_\_\_\_\_

\_\_\_\_\_

**NOTE: All requests must conform to the local zoning and building regulations and homeowners are responsible for obtaining necessary permits, if the request is approved.**

*THIS SECTION TO BE COMPLETED BY THE MANAGEMENT COMPANY*

ACC Recommendation:  Approve or  Reject Date: \_\_\_\_\_

Board Action:  Approved or  Rejected or  Not Required Date: \_\_\_\_\_

For the Association by: \_\_\_\_\_

Date Received by GCCM: \_\_\_\_\_ Sent to ACC: \_\_\_\_\_ Sent to H/O: \_\_\_\_\_