

Longwood Villas of Sarasota Homeowners Association, Inc.
c/o Gulf Coast Community Management * 677 N Washington Blvd * Sarasota FL 34236
(941) 467-3440

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:** _____