



REQUEST FOR ARCHITECTURAL APPROVAL

This is a request form to be completed by the homeowner and submitted to AMI for ACC recommendation and for board review. Work **CANNOT** commence without approval.

Please complete this form in its entirety. Mail, email or otherwise deliver to **Villa Rosa of Sarasota HOA, Advanced Management (AMI), Attn: Tracy Goelz, 9031 Town Center Pkwy, Bradenton, FL 34202** (tgoelz@amiwra.com).

THIS SECTION TO BE COMPLETED BY THE HOMEOWNER

Date: _____ Phone #: _____

Name: _____

Address: _____ Email: _____

☐ Check box if TREE related

DESCRIBE THE CHANGE/ADDITION/INSTALLATION (i.e., pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.)

ATTACH COPY OF THE PLOT PLAN/SURVEY SHOWING THE LOCATION OR THE ADDITION OR INSTALLATION (must be provided). Include drawing or picture, if appropriate.

Vendor: _____ Phone #: _____

License #: _____ Insurance: _____

House Color(s): Color chips must be provided for each of the following, if not in the approved color book.

House: _____ Trim: _____

Garage: _____ Entry Doors: _____

Estimated Time of Completion (allow 30 days for response). Remember you may NOT commence work without approval.

NOTE PER GOVERNING DOCUMENTS: Owners are responsible for the work/action of persons under their employ, direction or authority. Please supervise the work to ensure that damage to common areas does not occur or is corrected. All requests must conform to the local zoning and building regulations, and the Villa Rosa Sarasota Covenants. Owners are responsible for obtaining the necessary permits IF your request is approved.

Homeowner(s) Signature: _____

PLEASE DO NOT WRITE BELOW THIS LINE

ACC comments and/or recommendations:

ACC Signature: _____

Board Signature: _____

Date Rec'd by AMI: _____ Date sent to ACC: _____ Date BD Approval: _____

Date Board Denied: _____ Date back to AMI: _____ Date sent to H/O: _____