

REQUEST FOR ARCHITECTURAL APPROVAL

This is a request form to be completed by the homeowner and submitted to the (ACC) Architectural Control Committee for approval **BEFORE** any work commences.

Please complete in its entirety and mail to:

The Apartment Owners of Carriage House, Inc, c/o Sunvast Management, 321 Interstate Ct., Sarasota, FL 34240

THIS SECTION TO BE COMPLETED BY THE HOMEOWNER

DATE: _____

NAME: _____

Unit #: _____

ADDRESS: _____

PHONE (HOME): _____

PHONE (WORK): _____

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

LOCATION: (ATTACH A COPY OF THE PLOT PLAN/SURVEY SHOWING THE LOCATION OF THE ADDITION OR INSTALLATION – MUST BE PROVIDED) GIVE DESCRIPTION.

SPECIFICATIONS: (ATTACH A COPY OF THE PLANS. DRAWING OR PICTURE – MUST BE PROVIDED)

DIMENSIONS: _____

MATERIAL (S): _____

COLOR (S): _____

ESTIMATED TIME OF COMPLETION: _____

NOTE: Per the 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 OWNERS ARE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS IF YOUR REQUEST IS APPROVED. When owners renovate/remodel their unit near any place with plumbing wall, all cast iron pipes must be replaced with PVC pipes.

OWNER SIGNATURE _____

PLEASE DO NOT WRITE BELOW THIS LINE

REQUEST: DATE APPROVED _____ DATE DENIED _____

AUTHORIZED SIGNATURE: _____

(ACC) SIGNATURE: _____

(ACC) Comments or Conditions: _____

DATE RECEIVED BY SUNVAST: _____ SENT TO ACC: _____ SENT TO H/O _____