

# Village Plaza Architectural Change Review Application

*This form should be used when a homeowner requests minor exterior changes to the existing architecture of their unit – (AC units, walkways, exterior lights, gates, doors, etc.). Any major exterior changes not already outlined in the Architectural Guidelines document require a 75% vote of owners. Also use this form for any interior changes that affect the structure of the unit (i.e., removing walls, ceilings, changing the configuration of the lanai, etc. **Note that structural changes ALWAYS require a permit from Sarasota County. NO CHANGES ARE TO BE UNDERTAKEN UNTIL APPROVED BY THE BOARD DESIGNEES BELOW.***

Date of Submission: \_\_\_/\_\_\_/\_\_\_      Date of Receipt: \_\_\_/\_\_\_/\_\_\_

Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_      Email: \_\_\_\_\_

Detailed description of change requested. (Attach to this application all plans, materials; color samples; photos and any other items which help clarify change requested.) -

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This work will be done by Homeowner. \_\_\_      This work will be done by contractor. \_\_\_

If done by a contractor this application must include the contractor's proposal with contractor's name, address, and phone number. **If the change requires the use of a licensed contractor and/or a permit from Sarasota County, the contract must guarantee that the contractor is licensed and insured and that a permit will be obtained. Go to [www.scgov.net](http://www.scgov.net) or call 311 for information about permit requirements.**

Estimated Project Dates: Start: \_\_\_/\_\_\_/\_\_\_      Completion \_\_\_/\_\_\_/\_\_\_

List any similar installations in the Community:

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**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

Submit this Application to: Village Plaza Condominium Association, Inc. Architectural Review 3555 Hispania Place Sarasota, FL 34232

**Date of Review:** \_\_\_/\_\_\_/\_\_\_ **Approved / Disapproved Reason:**

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**President:** \_\_\_\_\_ **Board Member:** \_\_\_\_\_