

WILLOWBEND COMMUNITY ASSOCIATION, INC.

A Corporation Not-For-Profit

ARCHITECTURAL CHANGE REQUEST

Homeowner/Applicant Name

Address and Lot # of Proposed Work

Homeowner/Applicant Address (if different)

E-Mail Address (optional)

Telephone Number – Daytime

Telephone Number – Evening

Description of Change, Addition, Modification, Etc.

Submit this Form for all proposed *architectural* changes, additions or modifications etc. accompanied, where appropriate, by floor plans, exterior elevations (all views), site plans and/or line drawings showing applicable setbacks, dimensions from existing property lines to the proposed work or structures. Also, where applicable, this Request must include proposed manufacturer/trade name, colors, patterns, materials and all additional information necessary for the appropriate review committee and the Board of Directors and, when appropriate, the Sarasota County Building Department to make informed decisions. Failure to comply may result in the request being returned without action or held until the necessary information is provided.

Description: _____

(attach additional sheet(s) as required).

In addition to the above, provide the following where applicable:

- Literature from the proposed vendor/contractor
- Estimated start and completion dates
- Any additional information to support this request

Conditions of Approval

1. The Homeowner must obtain and prominently display all required permits prior to start of work.
2. A Sarasota County licensed contractor must perform any contract work.
3. A deposit may be required to cover possible common area/adjointing homeowner property damage resulting from the work. The deposit is refundable when the Property Manager confirms that all incidental property has been restored to the original state. Contact the Property Manager to schedule an inspection after work completion.
4. Completion of Neighbor's Permission form(s) when appropriate.
5. The Owner must notify the Property Manager and the County's underground facilities locating service at Sunshine State One-Call of Florida (1-800-432-4770 www.callsunshine.com) prior to commencing any lot excavation to identify buried utility lines in the area of excavation.

