

# REQUEST FOR ARCHITECTURAL APPROVAL

{This is a request form to be completed by the homeowner and submitted to the Architectural Review Committee ("ARC") for approval BEFORE any work commences.}

Please complete in its entirety and **return to:** Kingsfield Lakes Homeowners' Association, c/o **Sunstate Management Group PO BOX 18809, Sarasota, FL 34276 or Email to Sean@sunstatemanagement.com**

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## THIS SECTION TO BE COMPLETED BY THE HOMEOWNER

DATE: \_\_\_\_\_ LOT NO.: \_\_\_\_\_

NAME(S): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE (HOME): \_\_\_\_\_ (WORK): \_\_\_\_\_

1- DESCRIBE THE CHANGE/ADDITION/INSTALLATION AND PROVIDE SUPPORT DOCUMENTATION AS MAY AID THE COMMITTEE IN DECISION, SUCH AS DIAGRAM, CONTRACTOR PROPOSAL (i.e. pool, screen enclosure, patio, landscaping, sidewalk/driveway pavers, etc.):

\_\_\_\_\_

2- GIVE DESCRIPTION OF LOCATION (ATTACH A COPY OF THE PLOT PLAN/SURVEY SHOWING THE LOCATION OF THE ALTERATION, AS MAY BE APPLICABLE TO THE PROPERTY CHANGE):

\_\_\_\_\_

3- SPECIFICATIONS (ATTACH A COPY OF THE PLANS, SUITABLE DRAWING OR PICTURE - MUST BE PROVIDED AS APPLICABLE TO THE PROPERTY ALTERATION):

DIMENSIONS: \_\_\_\_\_

MATERIAL(S): \_\_\_\_\_

COLOR (S) (sample or color chip – must be provided): \_\_\_\_\_

4- ESTIMATED TIME OF COMPLETION: \_\_\_\_\_

*NOTE: 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.*

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## THIS SECTION TO BE COMPLETED BY THE MANAGEMENT COMPANY

REQUEST: DATE APPROVED: \_\_\_\_\_ DATE DENIED: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

ARC SIGNATURE: \_\_\_\_\_

ARC Comments or Conditions: \_\_\_\_\_

\_\_\_\_\_

DATE RECEIVED BY SUNSTATE MGMT: \_\_\_\_\_ SENT TO ARC: \_\_\_\_\_ SENT TO H/O: \_\_\_\_\_