

RECEIVED ON DATE: _____

REVIEW STATUS: _____

LLA Owner Request for Architectural (ARC) Approval Form REV-09-24-2023

This form is the official request form to be completed by the homeowner and submitted to the HOA Board for review with the ARC Committee. Each project is reviewed and may be either approved, denied, or placed on pending status with needing more information. This application must be completed in its entirety for any exterior work performed on your property per our Declarations under Section 7.0 and our Architectural Standards which may be found on the Laurel Lakes website, www.laurel-lakes.net. A fee may be required depending on the depth and type of change being requested. Note: If an approval notice has not been received by the Owner within 30 days the application is **NOT APPROVED**, and no work can be started!

Once the form is completed you may email the application and any attachments to the HOA Board of Directors at: laurellakescommunity@laurel-lakes.net or you can mail the complete application to:

Laurel Lakes Association, Inc. (HOA)
c/o Capstone Association Management
8588 Potter Park Drive Suite 500
Sarasota, FL 34238

Owner Name: _____ Owner Address: _____

Owner Contact Phone Number: _____ Owner Email Address: _____

DESCRIPTION of the Project: (identify the change/addition/installation you are proposing)

LOCATION: (Attach a copy of your PLAT Plan/Survey (Required) showing the location of the item(s) you are requesting to be approved. Give a detailed description.)

SPECIFICATIONS: (Attach a copy of the Plans, Drawings and/or Pictures – Must Be Provided)

Dimensions of Area if applicable: _____

Materials (such as paint colors, color samples or chips and manufacturer, paver colors and samples...):

Estimated Start Date: _____

Estimated Finish Date: _____

Note: Per our Governing documents: Owners are responsible for the accuracy of the information supplied and the work/action of all vendors, employees and subcontractors hired to complete this project, by direction or authority. All contractors must be currently licensed and bonded properly under Florida Law and hold Worker’s Compensation Insurance. Owners are required to supervise all work to ensure that damage to the Association Common Property areas or other owner property does not occur and if damages occur are responsible for all repairs.

Signature: _____

Date: _____

Approved by Signature: _____

Date Approved: _____

Comments:
