

# *Carpentras at the Villages of Avignon*

## Request for Architectural Modifications

### ARCHITECTURAL REVIEW APPLICATION

1. NAME: (Please Type or Print): \_\_\_\_\_

2. ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

LOT NUMBER \_\_\_\_\_

3. HOME TELEPHONE: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_

4. E-MAIL ADDRESS: \_\_\_\_\_

5. GENERAL DESCRIPTION OF PROPOSED CHANGE: Provide a description of the proposed change including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

6. ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_

7. ESTIMATED COMPLETION DATE: \_\_\_\_\_

8. Owner acknowledges that he is familiar with the architectural review requirements and procedures for the Carpentras at the Villages of Avignon Homeowners Association and if there is any deviation from stated specifications in the Homeowners documents the structure will be removed at owner's expense at anytime during or after construction.

9. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months following approval. Moreover, Owner(s) agree to honor any deadlines established by Committee for the completion of the proposed improvements referenced herein.

10. Owner agrees to store construction materials only on his own property, rather than on common areas, easements or parking areas, to bear the cost of repairing any damage caused to such areas, and to remove all unused materials from public view within 7 days following the completion of work.

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

Owner's Signature & Date: \_\_\_\_\_

(Owners include ALL persons listed as owners of the property)

**Minimum of three Architectural Review Committee members required unless otherwise allowed by published policy.**

Action Taken (check one):

**Approved As Noted**

**Approved**

**Not Approved**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Post Construction Review Required: \_\_\_\_\_ Certificate of Compliance Required: \_\_\_\_\_ (Check applicable)

**Comments and Requirements as Noted for Approval**

Copy of Building Permit Required

Copy of Land Survey Required

Color Chips or Color Sample Required

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**APPLICATION SUBMITTAL**

- Please Mail or Deliver copies of the application and supporting documents to the Architectural Review Committee or property manager, as indicated below.
- DO NOT INCLUDE ORIGINALS, AS THEY WILL NOT BE RETURNED. ALL PAGES MUST BE LEGIBLE COPIES.
- ONLY PAGE ONE AND TWO OF THE APPLICATION MUST BE SUBMITTED FOR REVIEW AND APPROVAL.

**Progressive Community Management, Inc.**  
**Attn: Judie Littell, LCAM**  
**3701 South Osprey Avenue, Sarasota, FL 34231**  
**(941) 921-5393 • FAX (941) 923-7000**

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## REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Manatee County for the proposed modifications.

**A. Paint or Stain Colors** - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing modifications and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

**B. Finish Materials** - A description and/or sample of all finish materials to be used for the exterior surface of proposed modifications must be provided.

**C. Site Plan, Survey or Plot Plan** - A site plan, drawn to scale, showing the location and dimensions of the proposed modification, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.

**D. Architectural Drawings and Landscape Plans** - Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape modifications which would change the topography of the lot or landscape plan originally provided by the builder.

**E. Photographs** - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

**F. Other Exhibits** - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee prior to the submission of an application.

**F. Contractor Estimate or Proposal** - Contractors and vendors that you may use for modifications generally provide an estimate or proposal for the work to be performed. In many instances, these documents contain a majority of the information required by the Architectural Review Application. It is recommended you attach these documents to the application. The Architectural Review Committee is not interested in the cost of your project. The cost may be obscured on any documents included.

**F. Building Permits** - Copies of building permits must be supplied to the Architectural Review Committee before the commencement of the project.

A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Manatee County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

B. Where required, appropriate building permits shall be obtained from Manatee County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.

D. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, owner understands that any legal expense associated therewith may be the responsibility of Owner.

E. Owner agrees to give the Architectural Review Committee, its designees and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.

F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

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