

**QUAIL LAKE HOMEOWNERS' ASSOCIATION INC.**

"A Deed Restricted Area"

Quail Lake Website: [eastvillageofvenice.com](http://eastvillageofvenice.com)

**ARCHITECTURAL MODIFICATION REQUEST**

(Ref: "Use Restrictions 8.8")

This form must be used when requesting any changes to the exterior of your residential home.

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

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

Phone: \_\_\_\_\_ Lot # \_\_\_\_\_ Email: \_\_\_\_\_

**It is hereby requested to make the following changes, modification(s), or addition(s) as described and depicted below. Include such details as dimensions, material, color coordination, design location, blue prints and any other pertinent data. Plot layout (scale map) with location of all changes should be included. (Use back of form if needed) (Note: Contact Sarasota County for any required permits for this project). Please attach original paint chips, and return to Architectural Committee.**

Signature of Homeowner(s): \_\_\_\_\_ Date: \_\_\_\_\_

- Project described above to be completed per submitted plan(s) by \_\_\_\_\_ (date).
- Member(s) of the Architectural Committee will inspect the project as soon as reasonably possible after the completion date.
- By submitting this form, the homeowner is giving permission to enter the above property for inspection purposes.

**Homeowner: Please complete ALL items above to prevent any delay in the processing of your request.**

**Under no circumstances may you begin your project before you receive an Initial Approval to begin the project. You must receive an initial approval as well as a Final Approval after inspection by a member of the Architectural Committee.**

**( ) Initially Approved:**

The Board of Directors has initially approved your plans as presented for the above installation(s), addition(s) or modification(s) of your proposal and/or drawing(s) and/or plan(s).

**( ) Site Inspection:**

Your project was inspected on \_\_\_\_\_.

***\*Projects that deviate from the original Initial Approval may result in being rejected and a request issued to change/remove the project.***

**( ) Rejected:**

The Board of Directors has rejected your request for the above modification(s), installation(s), or addition(s).

Where possible, comments may be provided: \_\_\_\_\_

**Final Approval for this Project:**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Final Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

A signed copy of this form will be sent to the homeowner after final inspection and approval.

A copy of the Final Approval form will be retained (along with all the drawings and blue prints) by the Association for our records and shall serve as proof of the Board's approval.