

**REQUEST FOR ARCHITECTURAL APPROVAL**

This request is to be completed by the homeowner. You must have **ACC APPROVAL BEFORE** any work commences.

Please submit by email, mail or hand deliver to:

The Hamptons of Sarasota Community Association c/o Progressive Community Management, Inc.  
3701 S. Osprey Avenue, Sarasota, FL 34239-6848. ATTN: Kim Ueding – [PropertyManager@HamptonsOnPalmerRanch.com](mailto:PropertyManager@HamptonsOnPalmerRanch.com)

VILLAGE (CIRCLE ONE):    NORTH            SOUTH            WEST

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NOTE:** A separate application is required for each architectural change. Do not submit multiple change requests on the same application. The Architectural Control Committee (ACC) will respond within thirty (30) days.

**DESCRIBE PROPOSED EXTERIOR ADDITIONS, CHANGES OR ALTERATIONS TO HOUSE OR LOT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK THE TYPE OF MODIFICATION AND INCLUDE THE REQUESTED INFORMATION:**

- \_\_\_\_\_ PAINT: paint chip with color number, paint brand and paint color name (Paint should be in harmony with roof Color and include roof color)
- \_\_\_\_\_ PLANTS: photo, plant name, plant description, maturity size and planting location
- \_\_\_\_\_ WINDOWS: brand name, photo, window type, frame color and material
- \_\_\_\_\_ ENTRY/GARAGE DOORS: brand name, photo, color chip, glass/window design and color
- \_\_\_\_\_ HURRICANE SHUTTERS: brand name, style, photo, and color
- \_\_\_\_\_ SCREENED ENCLOSURES: frame color, screen type, door style, photo, dimensions, survey or site plan
- \_\_\_\_\_ GUTTERS/ DOWNSPOUTS/ FASCIA/ SOFFETS: color and location
- \_\_\_\_\_ LANDSCAPE/ EXTERIOR LIGHTING: color, location, and photo
- \_\_\_\_\_ ROOF: color, material type, photo (per community standards)
- \_\_\_\_\_ MAILBOXES: color, material (per community standards)
- \_\_\_\_\_ OTHER: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Completion: \_\_\_\_\_ (Not to exceed six (6) months from date of approval)

**NOTE:** Homeowners are responsible for the work and actions of persons under their employ, direction or authority. Please supervise the work to ensure that damage to common areas or neighboring properties does not occur or is corrected.

**PLEASE FOLLOW THESE STEPS:**

1. Submit a signed copy of this ACC application per instructions above to the Property Management Office, where it will be appropriately recorded and forwarded to The Hamptons ACC.
2. Enclose detailed plans, photos, color chips, samples, etc., as described above.
3. The homeowner is to notify The Hamptons of Sarasota Homeowners Association through the Property Management Office when the job is complete.

**CONDITIONS OF APPROVAL:**

- \_\_\_\_\_ Remove all debris
- \_\_\_\_\_ Have a contractor come out to flag sprinklers
- \_\_\_\_\_ Call 811 to flag utilities
- \_\_\_\_\_ Other: \_\_\_\_\_

**REASON FOR DENIAL:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTINGENCIES FOR**

**APPROVAL** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The homeowner accepts full responsibility for the installation, ongoing maintenance, alteration, and replacement of the modification described above, if approved by The Hamptons of Sarasota Homeowners Association. Neither the Association nor any person acting on behalf of the Association will be responsible for any liability damage, defects, or costs incurred in the installation, maintenance, or replacement of the approved modification. The modification submission will not be reviewed for structural requirements or conformance to applicable building codes or county ordinances; those are the responsibility of the homeowner. The homeowner also hereby agrees to maintain the installation in a way that will not deter from the aesthetic appeal of the community. Members of the Board or ACC, or an agent of either of them, reserve the right to make inspections during the work phase and after the work is completed.

Approval by The Hamptons of Sarasota Homeowners Association does not waive requirements of any other applicable authority, nor does it confirm compliance with the Declaration of Covenants and Restrictions for The Hamptons. It is the homeowner's responsibility to comply with all applicable authorities and declarations, conditions, and restrictions. Issuance of permission does not waive said responsibility and/or liability. The homeowner will hold harmless the Association and its Board, the Architectural Control Committee (ACC), and the declarant from any and all claims arising from failure to comply with the above. Permission, if granted, is issued solely to approve the commencement of the modification on the lot specified, and shall be subject to approval and conditions outlined in the Request for Architectural Approval application.

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**BASIC GUIDELINES FOR CONSTRUCTION AND IMPROVEMENT.... PLEASE READ!**

As part of your application, the Architectural Control Committee (ACC) wants to make sure you understand certain guidelines that are required when making improvements to your homesite. We, therefore, ask you to read this document and sign below, signifying that you have read, understand, and will comply with these guidelines.

1. Do not encroach onto your neighbor's property or the common areas to construct your improvement. If it is necessary for you to cross common or neighboring property for you to gain access for construction on your homesite, you will be required to get permission from the ACC and/or your neighbor, and return the common/neighboring area to its original state.
2. Any damage to the sidewalk, swale, or road by you or your contractor will be your responsibility to repair.
3. Make sure your homesite is regraded correctly whenever construction access has disturbed any soil. The homeowner will be responsible for any drainage problem if construction or construction traffic has altered the original grade.
4. There is generally a swale between neighboring homes, and sometimes at the rear. It is not recommended that landscaping or fencing be placed at the bottom of the swale. This is a very wet area and most landscaping will not do well. In addition, any planting or other improvements that block the swale will cause water to pond.
5. We recommend that when you are installing landscaping in any portion of your homesite, that some additional soil is brought in so that for better drainage the planted area is at least slightly higher than the sodded/planted area. If you simply remove the sod and plant in the resulting depression, most plantings do not do well, and water will stand in the area.
6. Do not plant or make improvements in any drainage easements. Those easements may be found on the home survey that you (should have) received at closing.
7. Do not plant or make improvements to any common area adjacent to your home without the permission of the Association. In most cases, permission will not be given.
8. Nothing in this approval can be construed as a permit to do the work. It is the homeowner's responsibility to obtain any required permits. All work must conform to local zoning and building regulations.
9. Any modification, alteration, or change to the plans approved by the ACC is subject to approval by the ACC in the same manner as required for the original plans.
10. No landscaping shall be removed or installed without the prior written permission of the ACC.

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HOMEOWNERS SIGNATURE----- - DATE-----

DATE APPROVED BY ACC: \_\_\_\_\_ DATE DENIED BY ACC \_\_\_\_\_ ACC. REP: \_\_\_\_\_