



Architectural Review Board (ARB) SUBMITTAL FORM

Homeowner Name - Please Print

Phone Number

Address

REMEMBER: This form is to be completed by the Owner and submitted for approval BEFORE any work commences

01

Detail Description - Carefully print or type on an 8" by 11" sheet of paper a detail description of the proposed change, addition, or installation you wish to make.

02

Roofmate - Owners of Victoria Falls & Sandstone Falls Neighborhoods are required to apply together on separate submittal forms when doing work that would affect the entire building or joined landscaping beds.

03

Location - Please indicate in the description and on a photo the exact location of the proposed change/addition/installation

04

Survey - Attach a copy of the Lot survey showing the location proposed modifications to take place on the **Lot**, i.e., landscaping, lanai extensions, etc. and/or a photo or a drawing to scale for modification on the **building**.

05

Specifications - Please indicate in your detail description all the relevant specifications including dimensions, material types, color (must attach color chip), and estimated date of completion.

06

Local Zoning & Building Regulations - Make sure requests conform to the local zoning and building regulations and understand that Owners are responsible for obtaining the necessary permits.

07

Time Line - Make sure to submit the request no later than 48 hours prior to the scheduled ARB meeting.

08

Signature and Date - make sure to sign and date the form otherwise the request would not be considered.

Print Name :

Signature :

Date :

ARB Decision

THIS SECTION TO BE COMPLETED BY THE ARB

Decision

ARB Comments/Conditions

Member Name

Signature

Date

Office: 4200 LakeRidge Boulevard, Sarasota FL 34243

Phone: 941-360-1046 Email: PropertyManager@LakeRidgeFalls.Org