



CHANGE REQUEST FORM

HOMEOWNER REQUEST FOR CHANGE TO EXISTING ARCHITECTURAL APPLICATION

INSTRUCTIONS: Submit form to: The Meadows Community Association, Inc.
c/o Community Standards Administrator
2004 Longmeadow
Sarasota, FL 34235
Phone: 941-377-2300 Fax: 941-377-2600
Email: administration@meadowscs.com

Please Print.

Owner's Name: _____ Date Submitted: _____

Property Address: _____

Mailing Address (if different): _____

Association Name: _____ Phone: _____

Email Address: _____

Homeowner is requesting to make the following changes to the originally submitted Architectural Application
dated: _____.

Check all that apply:

LOT IMPROVEMENT _____ **REPAIR/REPLACEMENT** _____ **BUILDING ADDITION** _____

☐ Painting ☐ Roof ☐ Doors & Windows ☐ Landscape ☐ Driveway ☐ Pavers ☐ Patio ☐ Trees

☐ Fence & Gate ☐ Awning ☐ Screen Enclosures ☐ Trellis ☐ Lighting ☐ Shutters ☐ Other

Will any part of the proposed change extend into any Common Area, Drainage, Landscape Easement, Lake Easement or
Landscape Preservation Easement on the plot plan of your lot?

Yes _____ No _____

The work will be performed by:

_____ Contractor _____ Homeowner _____ Both

Detailed plans are required for additions, driveways, new patio and landscaping. If and when applicable, you must include existing and proposed conditions in your plans. Colors, architectural style, materials, dimensions, elevations, property lines, setbacks, easements, fencing, landscaping/irrigation, exterior equipment, paved areas and any other pertinent information should be included. Please check if your plans require a construction schedule, with key components and dates. If any of the above is required but not attached, your application will be returned.

Sarasota County, and other applicable agencies, may require permits for projects. Examples are: wood, block or concrete construction, electrical, plumbing or air conditioning/heating work. All permits are the responsibility of the applicant.

Description of proposed project change: _____

Colors to be changed from and to: _____

Sizes to be changed from and to: _____

Material to be changed from and to: _____

Brand to be changed from and to: _____

Location to be changed from and to: _____

Subsequent to the Standards Committee approval, please indicate:

Project start date: _____

Project end date: _____

AGREEMENT

1. No work or commitment of work will be made by me until I have received all necessary written approval(s) from the HOA/Condominium Association or MCA. The Standards Committee reserves the right to request additional information.
2. All work will be done at my expense and all future upkeep will remain at my expense.
3. All work will be done expeditiously once commenced and will be done in a good workman-like manner by myself and/or a licensed and insured contractor.
4. All work will be performed at a time and in a manner to minimize interference and inconvenience to other homeowners.
5. During construction of any approved modification or improvement, all portions of the property shall be kept clean, neat and in orderly condition at all times. Any debris, trash or material resulting from construction shall be promptly removed or remedied as appropriate, from the lot, unit, limited and/or common area on a daily basis.
6. Access to areas of construction is to be made exclusively through the individual owner's lot/property only.
7. I assume all liability and will be responsible for all damage and/or injury which may result from performance of this work. As well as any additional maintenance cost that may be incurred as a result of the modification, improvement, violation of the rules and regulations and/or negligence on his behalf and/or his contractors/vendors.
8. The MCA has the irrevocable right to subrogate damages, expenses and the cost of defense to the Owner.
9. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.
10. I will be responsible for complying with, and will comply with, all applicable federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the MCA, its Board of Directors, its agent and/or the Standards Committee have no responsibility with respect to such compliance and that the Board of Directors and/or its designated committee's approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.

*****NOTE***:** All submitted materials shall remain the property of the MCA. The homeowner is also required to make and keep a copy of their records and transfer copies to the new homeowner upon sale of the property.

I hereby acknowledge that I have read and understand the **ARCHITECTURAL STANDARDS** above.

Homeowner's Signature: _____ Date: _____

Homeowner's Signature: _____ Date: _____

The Meadows Community Association, Inc.

For Office & Standards Committee Use Only

Architectural Review Action:

() Approved as submitted

() Approved with restrictions as follows: _____

() Deferred: Please supply additional information: _____

() Denied: Comments: _____

By signing this application on behalf of the condo/HOA, the signer represents that he/she has the authority to do so.

CONDO/HOA APPROVAL: _____ DATE: _____
(If Applicable) Signature

CONDO/HOA APPROVAL: _____
(If Applicable) Please Print Position on Board

MCA APPROVAL: _____ DATE: _____
Print Name

SIGNATURE: _____