

**Laureate Village Homeowners' Association, Inc.**

c/o Guardian Association Management  
10000 SW 52<sup>nd</sup> Ave – Clubhouse  
Gainesville, FL 32608  
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**RESIDENTIAL  
REQUEST FOR CHANGE IN THE  
EXTERIOR APPEARANCE OF A HOME**

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Address: \_\_\_\_\_ LOT#: \_\_\_\_\_  
Phone # (Daytime): \_\_\_\_\_ (Evening): \_\_\_\_\_  
Contractor's Name: \_\_\_\_\_  
Phone #: \_\_\_\_\_

I request approval for the changes in the exterior appearance of my property listed below. I understand that work may not begin until these changes have been approved. I further understand that once started the changes must be completed in a reasonable time and that the acquisition of all building permits and licenses is my responsibility.

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

Note: All requests must include drawings, plans, Lot survey, and samples complete enough for those on the Amariah Review Committee to render a decision. An incomplete submission may result in delays or rejection of your request.

Please indicate type of change:

\_\_\_ Addition/Building/Shed \_\_\_ Enclosing a Screen Room \_\_\_ Fencing/Wall  
(MUST PROVIDE TWO (2) SETS OF PLANS, DRAWINGS & SURVEY/SITE PLAN WITH LOCATION MARKED)  
\_\_\_ Pool/Hot tub/Jacuzzi \_\_\_ Screen Room/Patio or Pool enclosure \_\_\_ Play Structure 10' or more  
(MUST PROVIDE TWO (2) SETS OF PLANS, DRAWINGS & SURVEY/SITE PLAN WITH LOCATION MARKED)

\_\_\_ Paint House/Doors (Color Sample/Manufacturer/Name/Number) \_\_\_ Re-Roof House (Manufacturer/Color Sample)

\_\_\_ Satellite Dish Installation (Note location on Site Plan) \_\_\_ Substantial Changes in Landscaping

\_\_\_ Other Items: \_\_\_\_\_

Please describe in detail your requested change:

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

Committee Action:

Approved       Approved with Notes       Resubmit Other Items       Disapproved

NOTES:

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

Disapproved

BRC Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION** –The supporting exhibits and supporting documentation listed below **must** accompany this exterior alteration application, as applicable for the proposed change. An application submitted without all submissions will be considered incomplete and will not be considered for approval until it is made complete by the homeowner.

1. **PROPERTY SITE PLAN/PLAT**- site plan/plat of the property which shows property lines and house location.
2. **ARCHITECTURAL DRAWINGS AND PLANS**-Detailed architectural drawings and plans must be provided for proposed structures. A detailed drawing that shows the location and dimension of the proposed improvement, including orientation with respect to the property line, dwelling and adjacent dwellings must be provided for all applications. All architectural drawings/plans must be to scale.
3. **PAINT OR STAIN COLORS**- Sherwin Williams paint – color name and number must be provided for all painting and staining.
4. **FINISH MATERIAL**- A description and/or sample of all finish material to be used for the exterior surface of the proposed improvements must be provided.
5. **PHOTOGRAPHS**-The inclusion of photographs is appropriate to clarify type, model, and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
6. **OTHER EXHIBITS**-Other exhibits may be required to order to permit adequate evaluation of the proposed change.

**Section for Inspecting:**

Date Range for Work to Begin: \_\_\_\_\_

Date Range for Work to Be Complete: \_\_\_\_\_

Date of Final Inspection and Approval of Work: \_\_\_\_\_

I understand that no construction may begin until written approval has been granted by the Board of Directors.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Owner

Approved by Board of Directors \_\_\_\_\_

Final Work inspected by \_\_\_\_\_ Date: \_\_\_\_\_