

# Villa Vivaci Neighborhood Association Landscape/Irrigation Request Form

(For new Architectural Variance requests, please complete the Architectural Variance Request Form.)

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LOT # \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PROJECT REQUEST OVERVIEW (Please be specific in detail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include clear and up-to-date complete drawings, (marked-up survey map and side elevations) with accurate dimensions, measurements and setbacks, literature from proposed vendor/contractor or any additional information to support this request.

CONTRACTOR COMPANY/CONTACT \_\_\_\_\_

CONTRACTOR PHONE #: \_\_\_\_\_ LICENSE # \_\_\_\_\_

CONTRACTOR HAS LIABILITY/WORKMAN'S COMP INSURANCE: YES \_\_\_\_\_  
(Please request and provide a copy of Insurance Certificate for ARC files.)

PROJECTED START DATE: \_\_\_\_\_ PROJECTED COMPLETION: \_\_\_\_\_

The VVNA ARC committee has up to 45 days to approve all Architectural Variance requests. No work shall commence until ARC approval has been received. Site visits may be conducted to inspect project area and finished project. Property owner is responsible for any changes to original request. Any modifications to this Application will require resubmission to VVNA ARC.

I have read and understand the ARC Guidelines and the Villa Vivaci Neighborhood Covenants (Articles V, XIII and XIV) as posted on the website, and believe that this request meets all the applicable requirements.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

# FOR USE BY VILLA VIVACI NEIGHBORHOOD ASSOCIATION ARC

ADDRESS/REQUEST: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE REVIEWED: \_\_\_\_/\_\_\_\_/\_\_\_\_

ADDITIONAL QUESTIONS OR INFORMATION REQUESTED BY ARC COMMITTEE/VVNA BOARD MEMBERS: \_\_\_\_\_

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PROJECT APPROVED\* \_\_\_\_\_ DISAPPROVED\*\* \_\_\_\_\_ DATE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

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\_\_\_\_\_  
VVNA Architectural Review Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
VVNA Board Representative

\_\_\_\_\_  
Date

**\*IF ARC APPROVAL IS GRANTED** – Please note this approval is conditional on obtaining all required Sarasota County permits and in accordance with any governmental guidelines as well as conforming to all applicable Villa Vivaci Neighborhood Association documents/guidelines.

**\*\*IF ARC APPROVAL DENIED** - If owner does not agree with non-approval of request and believes improvements are in accordance with and conform to community standards, owner may submit an appeal to the Villa Vivaci Neighborhood Association Board of Directors by sending a written letter for final determination.