

Villa Milano Homeowners Association

ARCHITECTURE AND LANDSCAPE REQUEST SUBMITTAL FORM

Please email to
Susan Shea, Villa Milano Board/Architecture Control Committee
susanrose0914@aol.com
Phone: (520) 299-7142

Part 1

Date: _____

Owner's Name: _____

Address: _____

Lot # _____

Phone #: _____

Email Address: _____

Description of Modification and Location

Please state as concisely as possible the nature of the request to be approved by the Architectural Control Committee and Board of Directors. Please refer to the Guide shown below when submitting your request. Upon approval of your project, copies of any required permits must be submitted to the Villa Milano Board of Directors.

Date work is to begin: _____

Estimated completion date: _____

Contractor Name: _____

Address: _____

Phone: _____

License #: _____

As the Owner of _____, I/We agree to be totally responsible for the entire installation, maintenance and upkeep (replacement, insurance, etc.) for the above request, if approved. I/We understand that no work will begin until written approval is received from the Villa Milano Board of Directors. This agreement will be made part of any agreement of sale that I/We enter into for the above-mentioned unit.

Signature(s): _____

Part 2

For substantive projects, plans with exact dimensions must be submitted with this form. If more space is needed please provide on a separate page.

Requests are to be submitted through the Architecture Control Committee (Susan Shea) for final approval by the Board. Requests for projects are to be submitted before the first day of the month prior to a monthly meeting of the Board which will convene the first full week of the month. Board approval is required prior to any commencement of any work on the project. Requests will either be approved, denied or returned for additional information after review. If you have any questions, please feel free to call or email Susan Shea by email at susanrose0914@aol.com or by phone at (520) 299-7142.

Contractor(s) must submit an insurance certificate of liability to the Management Office prior to the commencement of the work. Contractor(s) will be responsible for any damage to neighboring properties, common area, wires, etc.

Neighbors' Acknowledgments (those within visual proximity of the project)

- (1) _____ (LOT # __)
- (2) _____ (LOT # __)
- (3) _____ (LOT # __)
- (4) _____ (LOT # __)

(The signatures of neighbors do not imply either approval or disapproval, merely that they have been informed of the request by the Homeowner. They may obtain a copy of the request and plan from the Board. Any homeowner wishing to comment on the request may do so in writing, as soon as possible prior to scheduled Committee or Board Meetings.)

FOR COMMITTEE USE:	
Meeting Date: _____	Response Sent to Homeowner: _____
Action taken: _____	

ARCHITECTURAL/LANDSCAPE REQUEST GUIDE

Please be sure to include the following:

- Specification of materials, (Colors, types, etc.)
- List species or types of trees/plants for landscape projects
- Description of area (Size, dimensions, etc.)
- Diagram with measurements of area of proposed modification
- Neighbors' signatures (those within visual proximity of the project)
- Plot plan of your lot
- Contractor's insurance certificate
- Pictures (Optional)