

# Request for Architectural Approval - Palma Sola Trace Villas HOA

## Homeowners Section (Refer to Instructions on Page 2)

**Hand Deliver to:** Any ACC Committee Member  
Member names can be found at:  
<https://pst.myhoast.com> or <https://palmasolatrace.org>  
**File Electronically:** e-mail this Form and accompanying documents to: **ACC@PalmaSolaTrace.org**

**File By Regular Mail to:**  
C&S Community Management Services, Inc.  
4301 32nd Street West, Suite A-20  
Bradenton, FL 34205 Phone (941) 758-9454  
**File by Fax to:** (941) 753-3062

Name: \_\_\_\_\_ Lot no./Mail Kiosk Key \_\_\_\_\_

Address: \_\_\_\_\_

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

Cell Number \_\_\_\_\_ Work Number \_\_\_\_\_ Home Number \_\_\_\_\_

Request for Change     Landscape Revision     Modification Review     Tree Removal

**DESCRIBE THE CHANGE/ADDITION/INSTALLATION:** (i.e. screen enclosure, lanai, patio, landscaping, sidewalk/driveway pavers, tree removal etc.) Provide a brief description below. For a tree removal request, include a copy of a certified arborist's report

\_\_\_\_\_

*NOTE: The property owner hereby acknowledges that he/she shall be solely responsible for determining whether the improvements, alterations or additions described herein comply with all applicable laws, rules and regulations, code and ordinances, including, without limitation, zoning ordinances, subdivision regulations, and building codes. The ACC shall have no liability or obligation to determine whether such improvements, alterations and additions comply with any such laws, rules, codes or ordinances.*

Owner's e-signature if signing electronically \_\_\_\_\_ Owner's ink pen signature for filing a paper copy \_\_\_\_\_

Print Name → → → → \_\_\_\_\_  
 Check Box e-sign

**Written Description: Attach copy of Plat or Survey showing location of proposed change/alteration--*MUST BE PROVIDED***

\_\_\_\_\_

**SPECIFICATIONS: Attach a copy of the plans or a suitable drawing or picture – *MUST BE PROVIDED***

Material(s): \_\_\_\_\_ Dimensions: \_\_\_\_\_

Color(s) Sample or Color Chip – ***MUST BE PROVIDED (if required)***

Company/Individual to Perform Work: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

### For Architectural Control Committee Use Only

ACC Chairperson: \_\_\_\_\_ Date \_\_\_\_\_  Approved  Denied

Date Rec'd by ACC: \_\_\_\_\_ Date Sent to HOA: \_\_\_\_\_ Date Sent to Owner: \_\_\_\_\_

ACC Comments or Conditions: \_\_\_\_\_

ACC Form September 9, 2024 Control Number: \_\_\_\_\_

## Page 2: Instructions For Completing The ACC Request Form

### Overview

The ACC has the responsibility for reviewing each Form, and deciding if the request for exterior changes or modifications is in keeping with the aesthetic appearance and architectural design of the Palma Sola Trace Villas Neighborhood.

This Form may be filled-in directly on a computer or tablet. The form may not work on every device due to differences in operating systems, web browsers and applications.

In that instance, it can be printed and then filled-in by hand.

### Homeowners Section

Complete all required sections of the Form.

Refer to the appropriate section(s) of the ACC Design and Review Manual when completing the Form. The ACC Design and Review Manual on the PST website is a searchable document <sup>(1)</sup>. If additional clarification is needed, contact the ACC for assistance.

In most instances only one Form will be required. If the request includes major landscaping work, an additional Form may be needed to cover the landscaping details.


*Note:*

Applications for removing or replacing a tree must include a letter from a certified Arborist.

### Submitting the Form and Required Documents

The Form and all other required documents may be submitted via e-mail, regular mail, Fax or hand delivery. See the “file by” details in the Homeowner section at the top of Page 1.

*Notes:*

1. After completing Page 1, select SAVE AS () to save the form to your hard drive for later incorporation with supporting documents and submission to the ACC.
2. Rename the original downloaded copy with your last name.
3. Submitting by regular mail may delay the review process.
4. Once the Form is submitted to the ACC for consideration, any changes will require the submission of another Form.

### Acknowledgements

Homeowners will receive a phone call or email from the ACC Chairperson, once the Form has been received. If everything is in order, the ACC will meet to decide if the Request should be approved or denied. The meeting date, time and place will be posted on the bulletin board at the Villas mail kiosk. Homeowners will be advised of the meeting, and invited to attend; attendance at this meeting is not required.

Homeowners will receive a copy of the Form, signed by the ACC Chairperson, indicating approval or denial of the request. Homeowners will also receive a letter from C&S Community Management Services, Inc., advising the ACC’s decision. Once the Form is approved, it is the homeowner’s responsibility to contact the contractor/installer and advise them that the project can begin.

If the ACC denies the request, the homeowner may appeal the decision to the Villas Board of Directors.

<sup>(1)</sup> To search the ACC Manual: Go to [ACC | Palma Sola Trace Villas HOA](#)

Click **ACC Manual** at bottom of page

Click the “Contents” icon  at top left of page