



## Architectural Review Procedure/Application

All construction, improvements, remodeling or modification on or to a lot, except the interior must be approved in advance by Declarant/Committee. This includes but is not limited to major landscaping changes, fences, kennels, play structures, paint, lighting, ponds, fountains, pool, additions and enclosures. **Please review your covenants prior to submittal.**

The process is as follows:

**A written request must be submitted with detail plans and a copy of the survey of the lot showing locations and including colors, pictures and any other information that may be helpful in making a decision.**

**The Declarant/Committee has 30 days to review and respond.** No work should begin prior to this approval. It is recommended that you do not sign any contracts, order materials or pay deposits until you receive approval. Recommendations from other residents, the construction or sales staff should not be assumed as "approved." Only a written letter from the Declarant/Committee confirms approval.

*Please email [Clublugano@emmergroup.com](mailto:Clublugano@emmergroup.com) or*

*Mail Written Requests to:*

**Club Lugano  
Attn: CAM  
6595 SW Lugano Blvd.  
Gainesville, FL 32608**

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

Name: \_\_\_\_\_ Lot number: \_\_\_\_\_

Address \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**Specific description of improvement requested:**

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

**Please attach all applicable:**

\_\_\_\_\_ Color (Samples are required if different from existing color.)

\_\_\_\_\_ Pictures/drawings/dimensions/contract copy if applicable.

\_\_\_\_\_ Plans/location on lot/survey (A copy of your survey with fence location must be attached)

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date

**Office Use Only:** \_\_\_\_\_

\_\_\_\_\_  
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