

**NEWCASTLE CONDOMINIUM ASSOCIATION
ARCHITECTURAL AND LANDSCAPE REQUEST FOR APPROVAL FORM**

Date: _____ Name: _____

Address: _____ Phone: _____

Before submitting any request, please review your neighborhood association documents for current restrictions and the Architectural and Landscape review and approval process. The modifications must first be submitted to the neighborhood association for approval. Notification of approval or non-approval will be provided.

Please attach the following information where applicable (check all that are enclosed)

- | | |
|---|---|
| <input type="checkbox"/> Sketch, blueprint or plan, including dimensions | <input checked="" type="checkbox"/> Copy of Survey and Copy of Permit |
| <input checked="" type="checkbox"/> Location of modification on the property | <input type="checkbox"/> Picture of proposed item |
| <input checked="" type="checkbox"/> Certificate of Insurance and license contractor | <input type="checkbox"/> Color Samples |

Modification Request (Please provide specific detail not included in submitted attachments):

Neighborhood Association ARC: Approved Not Approved Approved w/changes

Explanation/Changes: _____

ARC Signature _____

Date: _____

Please submit all information and documentation to:

***Vesta Property Services, 27180 Bay Landing Drive, Suite 4
Bonita Springs, FL 34135
239-947-4552
Fax: 239-495-1518***