

Policies and Procedures of The Soundings Yacht and Tennis Club, Inc.

Policy Section C: Architectural Review
Policy C.3: Architecture Review Form

Approved: February 21, 2019
Effective: February 25, 2019

Policy C.3: Architectural Review Form

ALL EXTERIOR WORK, including, but not limited to: painting, roofs, windows/doors, driveways, fences, pools, additions, boat lifts, docks, seawall repair/replacement, demolition, new construction and all structures (see SYTC Covenants, Article III) must be reviewed and approved by the Architectural Review Committee (ARC) before the work begins. County building permits and/or variances, if required (see "Building Department" on the Martin County website) must be obtained and submitted to the ARC. This Review Form, all required samples and other documentation necessary for the ARC to render a decision, must be received by the ARC 10 days before the ARC monthly meeting. All requests must be approved by the ARC in writing. Also see SYTC Covenants and Policies/Procedures at www.thesoundings.org.

NAME OF CONTRACTOR: (Provide copy of contractor's license and certificate of liability insurance as per policy C.5)

CONTRACTOR'S CONTACT NUMBER: _____ CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S EMAIL: _____

Contractors working hours (including deliveries or offloading) are 8 a.m. – 5 p.m. Monday-Saturday (excluding legal holidays)

OWNER'S NAME: _____ PROPERTY ADDRESS: _____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

PROPOSED WORK: _____

1. PAINTING: (Provide color chart) House _____ Trim _____ Garage door _____
Front Door _____ Shutters _____ Driveway _____

2. ROOFS: (Provide roof sample) Type of material _____ Color _____

3. WINDOWS/DOORS: (Provide picture sample) Color _____ Material _____

Location of windows/doors being installed _____

4. DRIVEWAYS: (Provide picture sample and the placement of the driveway on your survey with measurements).

Material _____ Color _____

5. FENCES: (Provide picture sample, permits/variances, and a drawing from contractor showing placement on lot).

Color _____ Height _____ Material _____ Location _____

6. POOLS, SCREENS, PORCHES AND PATIOS: Provide a survey, full set of plans, setbacks, permits, variances, etc.

7. ADDITIONS OR NEW CONSTRUCTION: Provide a full set of plans, permits, variances etc. A deposit may be required.

8. BOAT LIFTS / DOCKS: Provide permits/variances and a drawing on survey with all measurements.

9. OTHER: See SYTC Covenants, page 9 or contact an ARC member.

Submit this form and all of the above information and supporting documentation to architecture@thesoundings.org or to the SYTC Office. If this form is not complete when submitted, the ARC will be unable to review your request.

THE APPROVAL FOR THIS REQUEST IS ONLY GOOD FOR 180 DAYS

DATE SUBMITTED TO ARC: _____ Expected Start Date: _____

Architectural Review Form received by: _____

If you have any questions, please email architecture@thesoundings.org. Additional contact information is located on the SYTC website, www.thesoundings.org under "Association", then "Board Members & Other Contacts."

History: Replaces prior Policy and Procedure #10 approved February 2018