

Policy & Procedure #10

DATED: FEBRUARY 2018 REVISED

**ARCHITECTURAL REVIEW FORM**

**ALL EXTERIOR WORK, including, but not limited to: painting, roofs, driveways, pools, fences, additions, boat lifts, docks, seawall repair/replacement, demolition, new construction and all structures must be reviewed and approved by the Architectural Review Committee (ARC) and the SYTC Board before the work begins. County building permits and/or variances (as needed) must be obtained prior to ARC review and must be submitted with this Review Form. This Review Form, all required samples, permits, variances 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 and SYTC Board in writing. See SYTC Covenants, Fee Schedule, and Policies/Procedures for more information at [www.thesoundings.org](http://www.thesoundings.org).**

NAME OF CONTRACTOR: (Provide copy of contractor’s license and certificate of liability insurance as per policy #11)

CONTRACTOR’S CONTACT NUMBER: \_\_\_\_\_ CONTRACTOR’S ADDRESS: \_\_\_\_\_

CONTRACTOR’S EMAIL: \_\_\_\_\_

**CONTRACTORS HOURS ARE 8 A.M UNTIL 5 P.M. MONDAY–SATURDAY (LEGAL HOLIDAYS EXCLUDED)**

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.

Submit this form and all of the above information to [architecture@thesoundings.org](mailto: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](mailto:architecture@thesoundings.org). Additional contact information is located on the SYTC website, [www.thesoundings.org](http://www.thesoundings.org) under “Association”, then “Board Members & Other Contacts.”