

ARC APPLICATION CHECKLIST



***A helpful guide to submitting an
application for exterior home and
landscape improvements***

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KWP Architectural Review Committee

Purpose of This Guide

The Architectural Review Committee is committed to making decisions on requests submitted by homeowners in a fair and expeditious manner. This guide is designed to help homeowners understand when ARC approval is required, choose the correct approval pathway, and submit complete, review-ready applications. It translates the Architectural Guidelines into clear, practical steps so requests can be processed efficiently and objectively.

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GENERAL CONDITIONS – IMPORTANT INFORMATION

- ⇒ **ARC approval is required before any exterior work begins.** Written approval must be received prior to ordering materials, scheduling contractors, or starting construction.
- ⇒ **ARC approval does not replace local permitting requirements.** Homeowners are solely responsible for obtaining all required county, municipal, or state permits before commencing work. Unless noted, it is in your interest to get ARC approval prior to applying for permits.
- ⇒ **Approved work must be completed exactly as submitted.** Any changes to approved plans, materials, colors, or dimensions require resubmission and additional ARC approval.
- ⇒ **Temporary or seasonal exterior installations may require ARC approval** if they are visible from neighboring properties or common areas.
- ⇒ **Tree removal and major landscaping changes may be subject to county regulations.**
- ⇒ **Unapproved or non-compliant work is subject to enforcement,** including required modification or removal at the homeowner's expense.
- ⇒ **All work must comply with Association governing documents,** applicable laws, and community standards.



Start Here: Do You Need ARC Approval?

If you are planning any exterior change to your home or lot—other than planting annuals, perennials, or small shrubs within existing approved mulch areas—you must receive written ARC approval before starting work.

This requirement protects you, your neighbors, and the community by preserving architectural consistency and property values.



Beginning work without ARC approval may result in required removal or correction at the homeowner's expense.

Two Approval Paths: Fast Track vs. Standard

All ARC requests follow one of two approval pathways. Selecting the correct pathway—and submitting a complete application—is the single most important factor in how quickly your request can be reviewed.

All requests should be submitted to KWP's Management Company via the owner's portal, email or mail.

- **Fast Track Approval**

Fast Track is intended for limited projects that meet clearly defined standards and do not alter the overall exterior appearance of your home or property.

- Reviewed by Keyway Place’s Management Company
- Typically approved within three (3) business days once a complete submission is received
- **Requires a signed ARC Request Form and required documentation**

Fast Track eligibility is limited to the specific projects in the chart below which must meet all stated conditions. Submissions that do not qualify will be redirected to the Standard Process.

<i>Project</i>	<i>Conditions for Fast Track</i>
• Fake Rocks to cover backflow piping	Earth tone colors only
• Gutters and downspouts	Gutters – must be white Downspouts – white or color of home
• Repainting exterior of home/doors	Repainted existing color or color in KWP palette
• Repainting front porch, driveway or walkway	Repainted existing color
• Repainting garage door	Repainted existing color
• Repainting lanai	Repainted existing color
• Rescreening/replacing lanai bolts	Repainted existing color
• Replacing windows	Similar color and style
• Hurricane shutters	Roll down track or accordion only; white, beige and bronze only
• Replacing existing doors	Replacement is similar color and style of existing door
• Replacing roof shingles	Replacing with shingles of existing color and style
• Garage Screen	Must be vertical operating/sliding screen; frame and housing must match existing garage door or house trim color.
• Tubular sky lights	

- **Standard Approval Process**

The Standard Process applies to all other exterior changes not covered by Fast Track approval.

- Reviewed by the Architectural Review Committee
- A signed ARC Request Form is required along with all documentation
- May require more detailed documentation that fast track projects

- All Standard requests must be submitted at least seven (7) business days prior to a scheduled ARC meeting. If submitted on time, the request will be considered at the next scheduled ARC meeting.



Except in the case of projects requiring Sarasota County approval and permits, the ARC does not issue conditional approvals. Incomplete submissions cannot be reviewed; however, completed packets may be resubmitted for consideration at a subsequent meeting.

Frequently Requested Projects

The following section includes requirements for the **most common project requests** submitted to the ARC. For more detailed information on each of these projects or other projects, see the ARC Guidelines and/or the HOA Covenants.

Pools

Process: Standard Request

Pool installations are complex projects and always require Standard ARC approval. Pool installations also must be permitted and approved by Sarasota County before any work can begin. It is generally best to get contingent ARC approval before requesting county permits and approval; however, final ARC approval is dependent on successfully securing those items.

Include with Your Submission

- ✓ Completed and signed ARC Request Form
- ✓ Detailed project description
- ✓ Certified Plot & Site Plan (no more than 10 years old)
- ✓ Contractor names, license numbers, and insurance
- ✓ Pool design drawings with dimensions; professional drawings preferred although to scale hand drawings may be accepted
- ✓ Location of pool equipment including type of screening for equipment
- ✓ Pool cage and lanai plans, including placement, color and dimensions
- ✓ Irrigation plan and contractor, if applicable
- ✓ Landscaping changes, including tree removal approvals
- ✓ If applicable, relocation plan for AC that maintains at least 5' distance between pool and AC



Common delays: Missing site plans, incomplete contractor information, or unapproved equipment placement in easements.

Lanai or Front Entry Enclosures

Process: **1) Fast Track** eligible when replacing existing lanai components using the same materials and colors. **2) Standard Request** for all other enclosure projects.

These limitations preserve architectural consistency throughout the community.

Framing must be bronze or white aluminum

Screening must be charcoal/black

Glass or solid front entry enclosures are not permitted

Include with Your Submission

- ✓ Signed and complete ARC Request Form
- ✓ Elevation drawings with dimensions
- ✓ Material and color specifications
- ✓ Contractor name, license and insurance information

- ✓ Landscaping changes, including tree removal approvals
- ✓ Detailed Irrigation plan, if required. (Must not affect or disrupt service to neighboring homes.)
- ✓ If contractor needs access to adjoining of HOA common property, access permission forms must be submitted along with pictures of yard, street and sidewalk.



May require Sarasota County approval and permits which must be secured before work begins.

Extended Driveway Pavers

Process: Standard Request. Driveway extensions or paver installations require Standard ARC approval.

Include with Your Submission

- ✓ Signed and complete ARC Request Form
- ✓ Paver material and color samples
- ✓ Site plan showing location and dimensions
- ✓ Irrigation plans, if changes are required
- ✓ Contractor name, license numbers, and insurance (if applicable)



Reminder: Pavers may not interfere with drainage easements.

Landscape Edging

Process: Standard Request required. Landscape edging affects mowing, drainage, and long-term maintenance and therefore always requires Standard ARC approval. Edging around mulched bed and trees is permitted as long as it does not interfere with mowing or drainage at adjacent properties.

Permitted Materials: Black polyethylene plastic edging is permitted, and other edging materials (such as brick) are permitted only if installed at grade level.



Not permitted: Edging that may damage lawnmowers.

Include with Your Submission

- ✓ Signed and Complete ARC Request Form
- ✓ Plot plan showing proposed location of edging
- ✓ Description of edging material, including color
- ✓ Photos or product specifications, including height of proposed edging material
- ✓ Contractor name, license and insurance information, if applicable



Maintenance note: Homeowners are responsible for ongoing edging maintenance and any damage resulting from routine lawn care.

Hurricane Protection

Process: 1) Fast Track eligibility for hurricane-resistant windows matching existing style and color; approved shutter types in white, beige, or bronze. **2) Standard Request:** Any non-standard materials or colors.

All hurricane protection must meet Miami-Dade specifications and requires Sarasota County permitting.

Include with Your Submission

- ✓ Signed and Complete ARC Request Form
- ✓ Product specifications and photos showing style and color
- ✓ Contractor information
- ✓ Copy of Sarasota County Building Permit



Remember, getting ARC approval prior to county approval and permits can save you time and money. However, work may not begin until permits are secured.

House Painting

Process: 1) Fast Track eligible when repainting using existing house colors or HOA-approved color palettes. **2) Standard Request** when repainting with any color not included in the HOA palette requires the Standard Process.

Include with Your Submission

- ✓ Signed and Complete ARC Request Form
- ✓ Paint color samples with manufacturer name and color codes
- ✓ Contractor name, license and insurance information, if applicable



Reminder: Approved color palettes can be found on the KWP website or obtained from the KWP Management Company.

Final Submission Checklist

- Select the correct approval pathway (Fast Track or Standard)
- Complete and sign the ARC Request Form
- Include all required documentation and photos
- Provide contractor name, license and insurance information
- Make note of any required permits
- Submit Fast Track applications at any time to KWP's Management Company
- Submit Standard Requests to KWP's Management Company at least 7 days prior to the monthly ARC meeting
- All requests should be submitted through the KWP Owner's Portal or emailed or mailed to KWP's Management Company.

Questions?

Homeowners are encouraged to contact the HOA Management Company with questions before submitting a request. Early clarification often prevents delays and resubmissions.

Thank you for helping maintain the appearance and value of the Keyway Place community.