

# KEYWAY PLACE HOMEOWNERS ASSOCIATION, INC.

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## ARCHITECTURAL REVIEW REQUEST

### Application Instructions

Meetings are held the last Tuesday of each month. Request received less than seven days from the monthly meeting may be held for consideration until the next scheduled meeting.

1. Review the Keyway Place CC&R's Article III & IV to determine if you must file this form to request approval of changes to your property.
2. Submit copies of any drawing or blueprints to be approved by the ARC and the Board.
3. Work shall **NOT** commence until application is approved.
4. Approved applications shall **NOT** be altered.
5. Denied applications can be appealed to the Board of Directors.
6. Contractors employed must provide Certificate of Liability Insurance/Workers' Compensation when required by law.
7. Owner is responsible for making sure all required permits are obtained prior to commencement of any work. Please **DO NOT** apply for permits before your Request has been approved by the Board of Directors.
8. Sign & return to:

Sunstate Association Management Group

228 Ponce De Leon Ave

Venice, FL 34285

Or mail to:

P.O. Box 18809

Sarasota, FL 34276

Ph. (941)870-4920 Fax (941)922-3234

sean@sunstatemanagement.com

## **ARC INSTRUCTIONS**

All applications with accompanying exhibits must be submitted to Sunstate Association Management Group to the attention of Sean Noonan. Sunstate Management will distribute copies thereof to the ARC Committee members.

Applications are to be precise and thorough in order for the committee to have a complete understanding of the proposal

A professionally drawn site plan, where a site plan is required, showing all feature of the land affecting the proposal. In many cases this means the committee will want to see where the building lies on the lot and where the construction, improvement or alteration lies in reference to the side, front and rear set back lines required by local zoning or other government codes.

If the proposal does not involve alterations which extend away from the dwelling and its' appurtenances, then a site plan will not be required, but other relevant documents describing the work will be required with the application. For instance, if you plan to change the type of roof material, the committee will want to see samples of the new material. The ARC Committee presents recommendations to the Board for approval before **any work starts. You will be informed of the Board's decision in a timely manner.**

Within 14 days of completion of the improvements requested on this form, you are to notify Sunstate Association Management Group. Within 30 days upon receipt of the notice of completion the Architectural Review Committee will review the improvements and verify that compliance was met with the original request.

Emergency repairs, such as roof damage, window damage, removal of downed tree due to storm damage are exempt from this process. Additionally, no Architectural Review Request is necessary for exterior painting provided that the color will remain the same or in conformance with requirements of the Covenants Conditions and Restrictions.

**You should refer to Article III "Property Rights, Easements and Restrictions" and Article IV "Architectural Control" of the Keyway Place Covenants, Conditions and Restrictions for details about changes to your property which require that you follow this process and request approval from the Board of Directors.**

**KEYWAY PLACEHOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL REVIEW COMMITTEE  
APPLICATION FOR ALTERATIO**

Name(s) of Homeowner(s): \_\_\_\_\_

Address of Property: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

(E-Mail addresses are optional)

I /we, being members of the Keyway Place Homeowners Association, hereby request the ARC Committee Review Board to approve the following described construction, improvement or other alteration to my/our property:

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

(Attach additional sheets, if necessary)

I am /We are submitting herewith the following supporting documents:

- \_\_\_ Site plan professionally drawn (if required), lot survey, aerial photos from county website
- \_\_\_ Specifications of the construction, improvement or alteration
- \_\_\_ Engineering drawings
- \_\_\_ Color and samples
- \_\_\_ Manufacturer's promotional material
- \_\_\_ Pictures
- \_\_\_ Documentation of discussions of Architectural Changes with immediate neighbors
- \_\_\_ Other

By this request, I/We, as owner(s) assume full responsibility for any and all required permitting, verification of contractor licensing and workers' compensation insurance (if required by law), conformity, installation, maintenance, replacement and cost of the above work. I/We further agree to indemnify and hold harmless the Keyway Place Homeowners Association, Inc., any member of its' committees, or any employee or agent for any claims arising out of this action. I will notify Sunstate Association Management within 14 days of the completion of improvements requested and understand that a final ARC inspection will be made within 30 days thereof to verify compliance.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

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~ For Official Use Only Date

Application received by:

Sunstate: \_\_\_\_\_ ARC Committee: \_\_\_\_\_ Board: \_\_\_\_\_

\_\_\_\_\_ Date Approved/Denied by Board: \_\_\_\_\_

Reason (if any) for Denial:

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

Board Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_