

Stoneybrook at Venice Application to Architectural Review Committee

PLEASE PRINT – PLEASE READ CAREFULLY

Homeowner name: _____

Phone: _____ Email: _____

Property address: _____ Lot# _____

Mailing address (if different from property): _____

1. Application to be completed and signed by the property’s owner of record and emailed to arc@stoneybrookvenice.com or received by Office **one week prior** to ARC meeting.
2. Work may not begin until homeowner has received a WRITTEN approval, from the ARC. Verbal authorizations are not valid. Work commenced prior to ARC approval is a compliance issue.
3. Contractors performing work on homeowner’s lots MUST have a current Certificate of Liability Insurance before work can begin on, but not limited to, lanai construction/extensions, pools, and any major renovations. **A copy of this Certificate of Liability Insurance must be attached to this ARC Application.**

4. For application to be reviewed and considered by ARC, HOA fees are to be current and there can be no outstanding compliance issues.
5. **Detailed** information necessary for the ARC to carefully consider an application **must be included** with the application. If the information required to make an informed decision is not attached, the application will be delayed until the next regularly scheduled ARC meeting.
Necessary information may include:
 - a. Official survey/plat/site plans indicating setbacks and property lines, with proposed changes drawn to scale. This survey may be required for, but not limited to, lanai extensions, screen enclosures, installation of pools/spas, landscaping (including curbing), driveway extensions, and perimeter fences.
 - b. Manufacturers’ brochures for items including, but not limited to, windows, doors, pavers, fences, curbing etc. with homeowner’s choice circled
 - c. Color samples and paint chips for exterior painting, paver and stone projects, and roofing
 - d. Anticipated start date: _____ Completion date: _____
6. All work must be completed within 90 days of approval. ARC members will visit property 90 days after approval to verify work was completed as approved. **If work will not be completed within 90 days**, the homeowner may contact the Community Association’s Manager (CAM) at 941-408-1276 to request an extension.

IMPORTANT

Submitting an application to the Architectural Review Committee of Stoneybrook at Venice does not supersede the homeowner’s responsibility to follow county codes and to obtain all necessary permits.

- Before work begins, the homeowner is responsible to:
 - i. obtain all necessary permits, including tree removal permits, from Sarasota County.
- verify that contractors are licensed (if required by the county for the proposed project) and have a current Certificate of Liability Insurance. (Copy to be attached to ARC application.)
- When work is complete, the homeowner is responsible to return common land, neighbors’ land, and sidewalks to original state.

