



# Saddle Creek Owners Association, Inc.

## ARC Checklist for New Structure

For new single-family residence, accessory structure, addition to existing structure or in ground pool, please submit the following documents:

1. Fill out and sign the “Architectural Review Application” (Attached)
2. Site plan drawing superimposed on a current property survey. The site plan drawing should show the yard setbacks, the new structure location, its size, and its distance from the property lines. (New structure cannot be located within the 50’ side & rear setbacks or 200’ front yard setback).
3. On site plan drawing, write & sign your name with a date under this statement “No excavated fill dirt will be removed from Saddle Creek without the written consent of Saddle Creek Owners Association, Inc.”
4. Floor plan and elevation drawings of the proposed new structure.
5. A photo of the property that shows the proposed new structure location (stakeout the new structure location then take a photo, or draw the pool location on the photo).
6. Color swatches of the exterior paint finish.
7. Actual material samples or photos of the actual roofing material, wall covering material (siding, paneling or stucco), driveway material (brick, concrete, asphalt or shell).
8. The exterior appearance of addition to existing structure or free standing accessory structure shall harmonize (match) with existing main structure. (Maximum of three roofed structures are allowed per property).
9. Photos of existing main structure are required when submitting an accessory structure or in ground pool.

An ARC member will review the submitted info within 48 hours after receiving it, and may call back with questions, request additional information or to schedule a site visit if / as needed.

The board of SCOA meets every second Monday of each month at 7:00 pm in St Margaret’s Church by the Bee Ridge Extension on Clark Rd. Homeowners are welcome to attend this meeting. The submitted application, drawings and sample will be presented by an ARC member to the board on its monthly meeting. The board will vote for approval, conditional approval or disapproval. A copy of the board signed application will be mailed or e-mailed to the home owner.

The board & ARC approval means that you are in compliance with Saddle Creek rules and covenants only. It is the homeowner’s responsibility to check with Sarasota County for building permit requirements and to obtain a permit if needed.