

## Request for Architectural Review Application Form

### Instruction for Architectural Review

1. The Saddlebag Creek Ranches Architectural Review Board (SCR | ARB) request form must be completed and approved before any work commences on the property.
2. The form must be completed in its entirety by the owner of the property. In its entirety means the following information must be included when applicable: description of change, dimensions, materials to be used, color, height, etc.
3. When applicable, a copy of the plat map for the property indicating the location of the change is also necessary.
4. The SCR | ARB Request Form when completed, must then be mailed to:

**Saddlebag Creek Ranches Homeowners' Association**  
**PO Box 432**  
**Myakka City, FL 34251**

*[Alternatively, a copy of the application and related attachments may be electronically sent via email to:*  
[\*\*Board@saddlebagcreek.org\*\*](mailto:Board@saddlebagcreek.org)*]*

5. The SCR HOA Board of Directors will review the request and insure that the request has been filled out properly.
6. The SCR HOA Board of Directors will then forward the request to the ARB.
7. Once the ARB receives the request they will contact the owner if necessary to set up an appointment to review the proposal.
8. The ARB will then make a determination based on the SCR Homeowners' Association Covenants and Restrictions, which govern the association.
9. Once approved or denied, the SCR | ARB will forward the request to The SCR HOA Board of Directors, and the SCR HOA Board of Directors will then notify the owner through written correspondence of the ARB's determination.
10. The entire approval procedure may take between three to four weeks to complete, therefore please plan accordingly.

## Request for SCR | ARB Review | Approval

The request form is to be completed by the homeowner and submitted to the SCR Architectural Review Board (SCR | ARB) for approval before any work commences. If you have any questions concerning this application, please refer to your declaration of Covenants and Restrictions or email to [Board@saddlebagcreek.org](mailto:Board@saddlebagcreek.org).

NOTE: All requests must conform to the State of Florida Building Codes and Manatee County zoning and building regulations. You must obtain all necessary permits if your request is approved by the SCR | ARB. This request is valid for 90 days from point of acceptance.

<b>Type of Request:</b> <input checked="" type="checkbox"/>		
<b>New Home</b> <input type="checkbox"/>	<b>Modification</b> <input type="checkbox"/>	<b>Request for Variance</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>
NAME:		
Property Address: Lot Number:		Street Address:
Home phone:	Cell phone:	Email:
Contact preference: Phone <input type="checkbox"/>		Email <input type="checkbox"/>
<i>Description of proposed the work (i.e. new home, garage porch, enclosure, etc.)</i>		
General description of work.		
Location: (Attach a copy of site plan showing location of proposed change/addition)		
Plan/Specifications: (Attach copy of plans and specifications. If unavailable, provide detailed description.)		
Dimensions:	Materials:	Color:
<b>Liability: Relative to this request, I take full responsibility and am personally liable for any and all damage that might occur to the property and community during the completion of this project.</b>		
<b>Signature:</b>		<b>Date:</b>
TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD		Date Received: _____ by: _____
<b>Reviewed By:</b>	<b>Approved</b> <input type="checkbox"/>	<b>Denied:</b> <input type="checkbox"/> <b>Date</b> _____
<b>Comments:</b>		