

Savannah Pointe at Venetian Bay Homeowners Association, Inc.  
c/o South Atlantic Communities  
5889 S. Williamson Blvd. Suite 1301 Port Orange, Florida 32128  
Phone: 386-236-0474

**ARCHITECTURAL REVIEW COMMITTEE APPLICATION**

**ARC MEETINGS WILL BE HELD THE FOURTH THURSDAY OF THE MONTH. APPLICATIONS MUST BE SUBMITTED TO THE MANAGEMENT COMPANY THE MONDAY PRIOR**

Applicant's Name: \_\_\_\_\_

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

Lot Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

Description of proposed improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Required items:

- Copy of survey with location of improvements drawn on it.
- A statement indicating the materials to be used, color samples or photographs when applicable.
- A copy of the plan by the contractor.
- Submit photo upon completion of completed project.

Most improvements require a building permit from the City of New Smyrna Beach. Please provide a copy of the permitting package.

There may be additional requirements for specific improvements. **Photos must be taken prior to the improvement commencing and after the improvement is completed. PLEASE CONTACT SOUTH ATLANTIC COMMUNITIES UPON COMPLETION OF YOUR PROJECT.**

Should you have any questions, please contact Nancy Martin at 386-236-0474 or [Nancy@sac-cam.com](mailto:Nancy@sac-cam.com).

Please return the completed form via mail to the above address or via email to [Nancy@sac-cam.com](mailto:Nancy@sac-cam.com).

NOTE: APPROVAL OF ALL EXTERNAL IMPROVEMENTS IS REQUIRED BEFORE CONSTRUCTION CAN BEGIN. EXAMPLES ARE: RAILINGS, WALLS, POOLS, SCREEN ENCLOSURES, LANDSCAPING AND/OR HARDSCAPE IMPROVEMENTS, SKYLIGHTS, ETC.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

**COMMITTEE USE ONLY**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved subject to the following:** \_\_\_\_\_

\_\_\_\_\_

**Not Approved:** \_\_\_\_\_

**Committee Member Signatures:**

\_\_\_\_\_

\_\_\_\_\_

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