

Covered Bridge Trails Condominium
ARCHITECTURAL/EXTERIOR ALTERATION APPLICATION

C/O SeaScape Property Management
17563 Nassau Commons Blvd
Lewes, DE 19958
302-645-2222 * 302-645-1292 FAX

Two \$25.00 checks must be included with this exterior alteration application with all related documents when submitting to Seascope. **A \$25.00 check needs to be included with your application made payable to Seascope Property Management, and a \$25 check made payable to Covered Bridge Trails for the application fee's for processing.**

Applicant Name: _____

Property Address: _____ Lot # _____

Mailing Address (if different): _____

Home Phone: _____ Mobile Phone: _____

Email Address: _____

Directions:

In order to be considered by the Board of Directors (Board) or Architectural Review Committee (ARC), your application must include detailed information describing the proposed change(s). An application submitted without all required documents will be considered incomplete and no further action will be taken by the Board or ARC. The ARC's review period will not commence until all required documents have received and verified by the ARC. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from SeaScape Property Management prior to submission of an application. Applicant will be notified of ARC's decision (approved/disapproved) within 60 days of submittal of a complete application. Applicant is encouraged to review Article VI Architectural Control of the CCR's for Covered Bridge Trails.

Required Attachment:

Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

Description of Proposed Change:

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

Purpose of Improvement:

Estimated Start Date of Change or Construction: _____
(After approval by the Board of Directors or ARC)

Estimate Completion Date of Change or Construction: _____

Owner's Acknowledgments: (please initial)

I/we understand and agree:

1. _____ that approval by the Board or Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Board or Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Board or Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Board or Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Board or Committee without prior written consent of the Board or Committee; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Board, Committee, or Managing Agent to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and completed within 12 months of the approved date, otherwise the approval by the Board or Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Owner(s) Signature: _____

_____ Date: _____

_____ Date: _____

For Council & Committee Use ONLY

DATE APPLICATION RECEIVED: _____

APPLICATION FEE RECEIVED: _____ CHECK# _____

COMMITTEE USE: APPROVED _____ DISAPPROVED _____

REASON: _____

MORE INFORMATION REQUIRED: _____

SIGNATURE: _____ TITLE: _____

DATE: _____

COUNCIL: APPROVED _____ DISAPPROVED _____

REASON: _____

MORE INFORMATION REQUIRED: _____

SIGNATURE: _____ TITLE: _____

DATE: _____