



Clearbrooke Estates HOA Permit Review Form

Clearbrooke Estates HOA
PO Box 1045
Seaford, DE 19973
PH# 302-752-2071

Owner Name: _____
(Last) (First)

Address of Property: _____
Seaford, DE 19973

(Street Address/Lot #) (Phone #)

Project Start Date: _____ Project End Date: _____

This Permit Review concerns the following (*check all which apply*):

Building Addition to existing residence (*if checked, complete below*):

- Square Footage of Existing Structure: _____
- Exterior Material Utilized (must match/compliment existing structure):

Shed or Other Detached Outbuilding on property (*if checked, complete below*):

- Dimensions of Proposed Shed/Detached Outbuilding: _____
(Length/Width/Height)
- Exterior Material Utilized (must match/compliment existing structure):

Fencing (*check appropriate*): () White Vinyl; () White Metal

- Height Rear Yard Space (*check appropriate*): () 36" () 48" () 60" () 72"
- Height Front Yard Space (*check appropriate*): () 24" () 30" () 36"

Members are encouraged to verify property lines prior to installation and leave adequate set back from property line for maintenance purposes.

Pool (only in-ground pools are permitted-*check appropriate*):
() Concrete () Vinyl () Fiberglass-Molded

Square Footage: _____
Total Gallons: _____

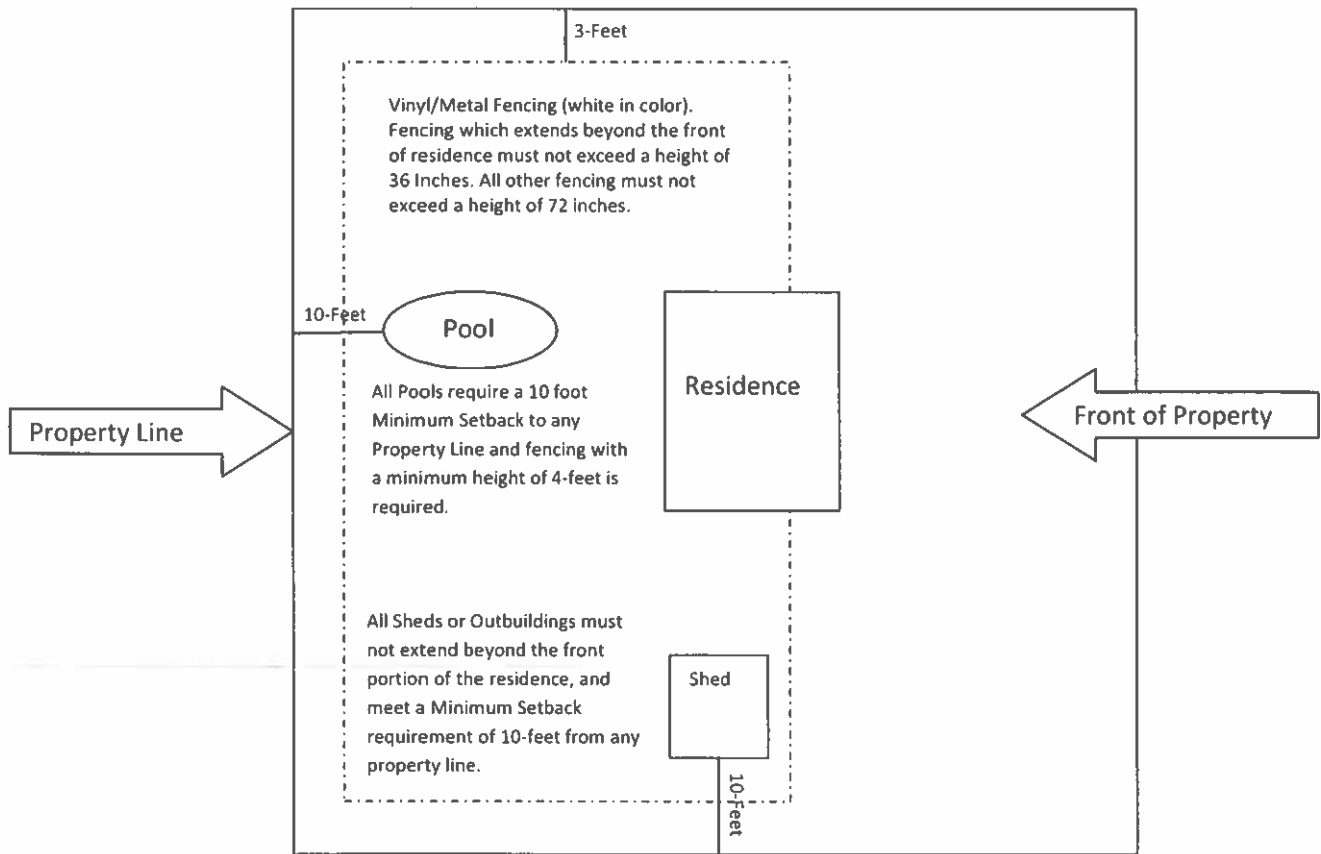
(Note) Members are reminded that minimum setback from property lines are 10' for pools. A drawing showing the pool location on the property in relation to existing structures and property lines must be included with this form.

Other Project (specify details of project-Include drawing):

**Clearbrooke Estates HOA
Site Location Addendum
Fencing/Pool/Outbuilding**

Property owners are required to submit a drawing of their project which should address the setback distances required along with the general location of the fence/pool/outbuilding on the owner's property.

3-foot service gap recommended between fence and property line





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**Clearbrooke HOA
Permit Review Checklist
Building Addition**

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

- Name/Address/Phone: Verified Property Owner
- Square Footage Acceptable/Compliant
- Exterior Materials Proposed Reviewed-Acceptable/Compliant
- Building Addition Meets Property Setback Requirements
- Project Start Date/Completion Date Established
- Acknowledgement of Liability Form Completed/Signed
- Planned Mitigation of Drainage Altered by Construction Acceptable/Compliant
- Drawing Included Showing Site Build Acceptable/Compliant
- Drawing Showing Existing Septic System and Drain Field Included
- Clarification on Contacting Miss Utility (owner/contractor/other)

- Addendum Requirements by HOA for this Project:
 1. _____
 2. _____
 3. _____
 4. _____



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Clearbrooke HOA Permit Review Checklist Fencing

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

- Name/Address/Phone: Verified Property Owner
- Planned Location of Proposed Fencing-Acceptable/Compliant
- Fencing Materials and Color Proposed Reviewed-Acceptable/Compliant
- Fencing Height Proposed-Acceptable/Compliant
- Project Start Date/Completion Date Established
- Acknowledgement of Liability Form Completed/Signed
- Planned Mitigation (if any) of Drainage Altered by Construction Acceptable/Compliant
- Drawing Included Showing Site Location on Property Acceptable/Compliant
- Drawing Showing Existing Septic System and Drain Field Included
- Clarification on Contacting Miss Utility If Applicable (owner/contractor/other)
- Addendum Requirements by HOA for this Project:
 1. _____
 2. _____
 3. _____
 4. _____



Clearbrooke Estates HOA
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Clearbrooke HOA Acknowledgement of Liability by Property Owner Form

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973 _____
Street Address/Lot # (Phone #)

Proposed Project Start Date: _____ Project End Date: _____

I, we, by my, our signature(s) below accept full responsibility for any and all damage which may occur within Clearbrooke Estates to any property, roads, swales, entrances, signs, electric, or other utility connections, culverts, concrete curbing, concrete island, landscaping plantings, etc. owned or otherwise corporately held by the Homeowners Association representing Clearbrooke Estates as a direct or related result of the construction or other site work performed in relation to the approved project identified as (check all which apply) at the above stated Address of Property:

- () Building Addition
- () Building/Locating Shed or Other Detached Outbuilding on property
- () Fencing
- () Pool
- () Other Specified Project Identified as:

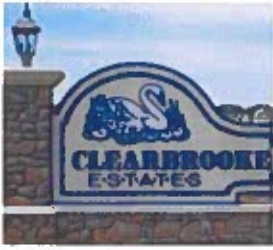
Furthermore, if any damage occurs to any of the properties specified above as a result, direct or indirect, or the above identified project, the cost to make repairs shall be assessed by the Clearbrooke HOA Board of Directors and I, we by my, our signature (s) below agree to pay in full without process to the Clearbrooke HOA the costs associated with said repairs upon receipt of the notice from the Clearbrooke HOA.

Property Owner (signature/date)	Witness (signature/date)
Property Owner (signature/date)	Witness (signature/date)

Owner Initial:

Owner Initial:

A penalty of \$50.00 per project shall be assessed by the Clearbrooke Estates HOA against any owner who begins work on any project prior to receiving a **"Permit to Begin Project"** from the Clearbrooke HOA authorizing said project. Any project found to be in violation of the permit process shall be assessed a \$10.00 fine per week until such time as a Clearbrooke Estates Permit Review is completed and submitted to the HOA as required. It is the responsibility of the Property Owner to seek out the Clearbrooke HOA and request an immediate inspection to stop further assessment penalties. Other Penalties may be imposed if any permitted project exceeds the limits and agreed specifications declared in obtaining the **"Permit to Begin Project"** including, but not limited to: the size/scope of work; the use of unauthorized materials; exceeding project completion date, etc. The Property Owner (s) above acknowledge (*by their initials*) and agree to pay, in full without process to the HOA any fines or penalties assessed upon receipt of notice from the Clearbrooke HOA.



Clearbrooke Estates HOA
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Clearbrooke HOA Permit Review Checklist Other Projects

Owner: _____
(Last) (First) (Email)

Address of Property: _____
Street Address/Lot # Seaford, DE 19973 (Phone #)

Project Start Date: _____ Project End Date: _____

- Name/Address/Phone: Verified Property Owner
- Project Type is HOA Acceptable/Compliant
- Planned Location of Proposed Project-Acceptable/Compliant
- Project Start Date/Completion Date Established
- Acknowledgement of Liability Form Completed/Signed
- Planned Mitigation of Drainage Altered by Construction (if any) Acceptable/Compliant
- Drawing Included Showing Site Location on Property Acceptable/Compliant
- Drawing Showing Existing Septic System and Drain Field Included
- Clarification on Contacting Miss Utility (owner/contractor/other)

- Addendum Requirements by HOA for this Project:
 1. _____
 2. _____
 3. _____
 4. _____



Clearbrooke Estates HOA
PO Box 1045
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Clearbrooke HOA Permit Review Checklist Pool

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

- Name/Address/Phone: Verified Property Owner
- Pool Type is HOA Acceptable/Compliant
- Planned Location of Proposed Pool-Acceptable/Compliant
- Fencing Required Existing/Proposed-Acceptable/Compliant
- Fencing Height Existing/Proposed-Acceptable/Compliant
- Project Start Date/Completion Date Established
- Acknowledgement of Liability Form Completed/Signed
- Planned Mitigation of Drainage Altered by Construction Acceptable/Compliant
- Drawing Included Showing Site Location on Property Acceptable/Compliant
- Drawing Showing Existing Septic System and Drain Field Included
- Clarification on Contacting Miss Utility (owner/contractor/other)
- Addendum Requirements by HOA for this Project:
 1. _____
 2. _____
 3. _____
 4. _____



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**Clearbrooke HOA
Permit Review Checklist
Building/Locating Shed or Other Detached Outbuilding**

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

- Name/Address/Phone: Verified Property Owner
- Square Footage Acceptable/Compliant
- Exterior Materials Proposed Reviewed-Acceptable/Compliant
- Shed or Outbuilding Meets Property Setback Requirements
- Project Start Date/Completion Date Established
- Acknowledgement of Liability Form Completed/Signed
- Planned Mitigation (if any) of Drainage Altered by Construction Acceptable/Compliant
- Drawing Included Showing Site Location on Property Acceptable/Compliant
- Drawing Showing Existing Septic System and Drain Field Included
- Clarification on Contacting Miss Utility If Applicable (owner/contractor/other)
- Addendum Requirements by HOA for this Project:
 1. _____
 2. _____
 3. _____
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Clearbrooke Estates HOA
PO Box 1045
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Clearbrooke HOA Permit to Begin Project

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Approved Start Date: _____ Project End Date: _____

This "Permit to Begin Project" document shall serve as the official approval of your project by the Clearbrooke Estates HOA Board of Directors and Property Improvement Committee. The project being identified as:

Further, this permit allows for construction to begin on the approved start date. The following restrictions (if any) shall apply to this project until completion:

1. _____
2. _____
3. _____
4. _____
5. _____

Designated Entrance for Contractors/Construction Equipment:
 RT 18-A RT 18-B Elks Road

Appropriate Checklist(s) attached have been reviewed by all members of the Property Improvement Committee, and reviewed by the HOA Board of Directors.

_____	_____
Committee Member (signature/date)	Committee Member (signature/date)
_____	_____
Committee Member (signature/date)	Committee Member (signature/date)



Clearbrooke HOA
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Clearbrooke HOA Project Completion Form

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

Property Owner(s) Declaration:

The project approved for our property by the Clearbrooke HOA has been completed in accordance with the permit received and the provisions thereof. This form serves as our official request for a final inspection to be scheduled by the Clearbrooke HOA so that a "Letter of Completion" may be issued. It is understood that said "Letter of Completion" will only be issued if the project is found to be in compliance with any and all provisions or restrictions indicated by the Clearbrooke HOA on the "Approval to Start" document received prior to the project start date. It is further understood that any discrepancies found with the project must be mitigated before a "Letter of Completion" will be issued. We also acknowledge that delays in finalizing the project beyond the original Project End Date may be subject to penalties.

(Property Owner Signature/Date)

(Property Owner Signature/Date)



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Clearbrooke HOA Letter of Completion

Owner: _____
(Last) (First) (Email)

Address of Property: _____ Seaford, DE 19973
Street Address/Lot # (Phone #)

Project Start Date: _____ Project End Date: _____

Congratulations on your completed project! Your investment in your property serves to enhance Clearbrooke Estates.

This "Letter of Completion" shall serve as our official recognition that your project has received its final inspection by the Clearbrooke HOA and all requirements of the project indicated on the HOA issued permit have been met. All of the paperwork pertaining to your project will be retained by the Clearbrooke HOA in their archived records.

(President)

(Board Member)

(Board Member)

(Board Member)