

WESTTOWN VILLAGE CONDOMINIUM ASSOCIATION ARCHITECTURAL REVIEW APPLICATION

APPLICANT'S INFORMATION:

Name: _____

Address: _____ **Lot #** _____

Phone Number: _____ **Circle: Cell / Home**

Email Address: _____

INSTRUCTIONS:

Use this checklist to assemble the required information and documents. Please review and initial each item indicating your understanding and acceptance of these requirements:

REQUIREMENTS			
INITIALS:		ALL INFORMATION MUST BE INCLUDED FOR THE ARC COMMITTEE TO CONSIDER AND PROVIDE THE APPROVAL OF YOUR APPLICATION	
		Please review Westtown Village requirements located in the Declarations and Bylaws. Westtown Village Declarations and Bylaws can be found on the Tidewater Portal under COMMUNITY INFO ↳ DOCUMENTS ↳ GOVERNING DOCUMENTS.	
WHEN YOU DESCRIBE YOUR PROJECT PLEASE PROVIDE:			
①	②	① CONSTRUCTION DETAILS including DESIGN, DRAWINGS and construction plans, and pictures	② PHOTO of what the finished project will look like when completed. [See FOOTNOTE at the end of the form]
③	④	③ EXACT DIMENSIONS	④ SPECIFIC MEASUREMENTS
⑤	⑥	⑤ SPECIFIC LIST OF MATERIALS & COLORS	⑥ SPECIFIC LOCATION ON PROPERTY
		Please provide SAMPLES for color(s) and materials – photos are acceptable with specific manufacturer, color(s) and product name(s).	
		If applying to change paint or stain color, please attach a paint/stain chip, type and color and specific application.	
		You must include a copy of your Plot Plan with the location & description of proposed changes clearly indicated on the Plan. Plot Plans can be found by street under COMMUNITY INFO ↳ DOCUMENTS ↳ PROPERTY INFORMATION ↳ ARCHITECTURAL INFORMATION. Open your street's file to find your page.	
		Owners have ONE YEAR from the date of approval to complete the work.	
		If the contractor causes damage to any common area and/or another's homeowner's yard, landscape, irrigation system, driveway, concrete lead walk, siding/exterior trim, windows/doors, or porches, the owner of this application will be held liable. Improvements may void certain warranties provided by the builder. Please review your builder's warranty and check with them for details.	
		Homeowners / Contractors are responsible for obtaining all state, county and/or local permits as required. A permit by the county does not imply compliance with the condominium deed restrictions: nor does it convey approval from the COA.	

Please Provide a detailed description of the proposed modification(s), alteration(s) or addition(s):

Applicant's Signature: _____ **Date**_____

**Mail to: Westtown Village Condominium
c/o Tidewater Property Management
20375 John J. Williams Highway
Lewes, DE 19958**

Or email to: cmarine@tidewaterproperty.com
(email must include all required information as well)

FOOTNOTE:

PHOTO REQUIREMENTS GUIDELINES FOR AR REQUESTS

You must provide a representation of your project – though we understand that it is difficult to do so until the project is finished.

However, you can provide a photo from where you acquired the inspiration for your project. That could be from a neighbor, a catalogue or magazine, your contractor (who has completed a similar project), or other similar source. The key is to provide an accurate representation of what you expect to have completed.