

HLCA ARCHITECTURAL REVIEW FORM

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE OFFICE ALONG WITH ALL REQUIRED DRAWINGS, MATERIALS SPECS & SETBACK MEASUREMENTS AT LEAST 15 DAYS PRIOR TO YOUR ANTICIPATED START DATE.

COMPLETE ALL SECTIONS OF THIS FORM AND RETURN TO THE HOLLY LAKE OFFICE. ANY ARCHITECTURAL REVIEW SUBMITTED FOR THE BUILDING OR RENOVATION OF A STRUCTURE SHALL BE ACCOMPANIED BY A DRAWING SHOWING PLOT, DIMENSIONS AND SETBACK MEASUREMENTS.

ALL OWNERS SHALL COMPLETE THIS FORM TO MAKE ANY AND ALL MODIFICATIONS OR IMPROVEMENTS TO THEIR INDIVIDUAL CONDOMINIUM SITE. NO MODIFICATION OR IMPROVEMENTS MAY BE MADE WITHOUT THE WRITTEN APPROVAL OF THE ARC COMMITTEE.

- A CONSTRUCTION PERMIT, SHOULD ONE BE NECESSARY, IS RECEIVED FROM THE TOWNSHIP OF DENNIS AT 571 PETERSBURG ROAD, DENNISVILLE, NJ 08214. REVIEW THEIR REQUIREMENTS FOR OBTAINING A CONSTRUCTION PERMIT. A COPY OF THE APPROVED PERMIT MUST BE SUBMITTED TO THE OFFICE PRIOR TO STARTING WORK. IF YOU HAVE QUESTIONS REGARDING OBTAINING A PERMIT, PLEASE CONTACT JESSICA FERRIER AT THE DENNIS TOWNSHIP CONSTRUCTION OFFICE AT 609-861-9705 OR JFERRIER@DENNISTWP.ORG
- MAJOR CONSTRUCTION WILL NOT BE PERMITTED FROM MEORIAL DAY THRU LABOR DAY EACH YEAR. SMALL PROJECTS SUCH AS DECKING & RAILING REPLACEMENT OR SHINGLE REPLACEMENT WILL BE PERMITTED. ALL MAJOR CONSTRUCTION MUST BE DONE PRIOR TO MEMORIAL DAY OR AFTER LABOR DAY.
- A FEE FOR ANY CONTRACTOR UTILIZING THE HOLLY LAKE DUMPTERS FOR DEBRIS DISPOSAL WILL BE DETERMINED BY THE ARCHITECHURAL REVIEW COMMITTEE, BASED UPON THE APPROXIMATE WEIGHT OF THE DISPOSED DEBRIS.
- ALL CONTRACTORS/VENDORS MUST BE INSURED & THEIR CERTIFICATE OF INSURANCE MUST BE FILED IN THE HL OFFICE.

APPLICANT SHALL ABIDE BY HLCA'S MASTER DEED, BYLAWS, RULES & REGULATIONS, NJ STATE & TOWNSHIP OF DENNIS REQUIREMENTS

DATE SUBMITTED: _____

OWNER'S NAME: _____

UNIT NO: _____

HOME ADDRESS: _____

PHONE NUMBER: _____

EMAIL ADDRESS: _____

OWNER'S SIGNATURE: _____

ARC COMMITTEE USE

ARC SIGNATURE: _____

DATE: _____

ARC SIGNATURE: _____

DATE: _____

APPROVED: _____

NOT APPROVED: _____

NOT VALID FOR CONSTRUCTION UNLESS STAMPED BY HLCA

This ARC approval is good for 12 months from the approval date. After 12 months a new ARC Form must be submitted in its' entirety.

[illegible]

WHO WILL MAKE MODIFICATION OR IMPROVEMENT? _____

ARE DRAWINGS & SPECS ATTACHED? Y ☐ N ☐ IS THE SETBACK MEASUREMENT FORM ATTACHED? Y ☐ N ☐ N/A ☐

****NO WORK SHALL BE PERFORMED WITHOUT WRITTEN APPROVAL BY THE ARC COMMITTEE OR HLCA BOARD OF DIRECTORS****
IF YOU NEED ASSISTANCE COMPLETEING THIS FORM PLEASE CONTACT THE OFFICE

OFFICE USE ONLY

DATE ARC SUBMISSION WAS RECEIVED BY HL OFFICE: _____ INITIALS _____

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