

Architectural Review Application

Abbotsford Homeowner's Association, Inc.

- Please submit this application to the Architectural Review Committee before you contract for work or begin making any exterior changes, improvements or additions to your home or yard.
- Option: You may choose to submit your application electronically with our Google Form, link is provided on our website Abbotsfordinfo.com.
- Be as descriptive as possible. Incomplete applications will be returned for additional information.
 - Paint, siding & roofing samples must be submitted
 - Please include photos/model #'s/links to doors, windows, sheds, etc
 - Provide drawings, measurements, sketches and survey plans where applicable
- Applications & all necessary samples, swatches, photos, links, drawings etc may either be:
 - Mailed to: Abbotsford Homeowner's Association, 406 Suburban Drive PMB 173, Newark, DE 19711
 - Emailed to: contact@abbotsfordinfo.com
 - Dropped off at 13 Kinross Ct. Please label envelope with name, address & contact information.
- Please direct all questions to contact@abbotsfordinfo.com

SECTION 1 GENERAL INFORMATION & ACKNOWLEDGEMENTS

Today's Date:		I acknowledge that I am responsible for obtaining all necessary permits from the City of Newark where applicable.	Initial:
First & Last Name:		I acknowledge that I am required to obtain approval BEFORE making any changes, improvements or additions to the exterior of my home or yard per the Declarations of Restrictions Article VII.	Initial:
Phone Number:	_____	I acknowledge my obligation to allow sufficient time for the processing of my request. The Architectural Review Committee may have up to 45 days (per Declarations of Restrictions Article VII, Section 4) to respond to applications, however, the committee usually returns applications within 2 weeks.	Initial:
Email:			
Property Address:			
Proposed Start Date:			

SECTION 2 TYPE OF PROPOSED IMPROVEMENT

Please indicate the type of exterior modification(s). Mark all that apply

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Painting (doors, shutters, siding) <input type="checkbox"/> Replacement of Siding <input type="checkbox"/> Doors <input type="checkbox"/> Windows <input type="checkbox"/> Roof Replacement <input type="checkbox"/> Construction (addition or remodeling) <input type="checkbox"/> Front Porch Modification | <ul style="list-style-type: none"> <input type="checkbox"/> Landscaping (removal or replacement) <input type="checkbox"/> Fence <input type="checkbox"/> Arbor <input type="checkbox"/> Deck / Patio <input type="checkbox"/> Play Equipment <input type="checkbox"/> Shed <input type="checkbox"/> Other: _____ |
|---|---|

General Description of Proposed Project: _____

(Ex: painting front door/shutters, replacing 4 windows, adding patio, replacing deck, etc.)

SECTION 3 PROJECT DETAILS

Please provide a detailed description including measurements of the proposed exterior changes / additions / improvements to your home or yard. Cite all materials, measurements and colors to be used. Please use additional paper if needed.

Lined area for project details description.

Comments - Please let us know if there are any additional important details about your project.

Lined area for project comments.

Architectural Review Committee Information

Per the Declarations of Restrictions (Article VII, Section 4) the Architectural Review Committee:

- Evaluates all requests and takes into consideration: aesthetics, suitability of proposed structure, color scheme, site location, harmony with surroundings & outlook from adjacent or neighboring properties while keeping in mind the nature of the development scheme
- Consults with committee members to determine status of application
- Provides Homeowner with necessary feedback on application and next

Expectations of Our Committee Members:

- Receive & review applications in a timely matter
- Physically visit site of proposed change to make a fair evaluation
- Objectively evaluate all proposals and make fair decisions
- Correspond with committee members via email or in person if needed

SECTION 4 REVIEW DECISION

FOR ARCHITECTURAL REVIEW COMMITTEE USE ONLY

Today's Date

Reviewed by:

REVIEW DECISION

APPROVED	
APPROVED WITH CONDITIONS	
DEFERRED (additional information requested)	
DENIED	

COMMENTS

Thank you for your patience while our committee thoroughly reviewed and evaluated your request.
Please retain this copy for your records.

Respectfully,
Architectural Review Committee