

# 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 can 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 # /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, P.O. Box #7063, Newark, DE 19714
  - Emailed to: [contact@abbotsfordinfo.com](mailto:contact@abbotsfordinfo.com)
  - Dropped off at 13 Kinross Ct. Please label the envelope with name, address & contact information.
- Please direct all questions to [contact@abbotsfordinfo.com](mailto: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

- |  |   |
|--|---|
| <input type="checkbox"/> Painting (doors, shutters, siding)    | <input type="checkbox"/> Landscaping (removal or replacement) |
| <input type="checkbox"/> Replacement of Siding                 | <input type="checkbox"/> Fence                                |
| <input type="checkbox"/> Doors                                 | <input type="checkbox"/> Arbor                                |
| <input type="checkbox"/> Windows                               | <input type="checkbox"/> Deck / Patio                         |
| <input type="checkbox"/> Roof Replacement                      | <input type="checkbox"/> Play Equipment                       |
| <input type="checkbox"/> Construction (addition or remodeling) | <input type="checkbox"/> Shed                                 |
| <input type="checkbox"/> Front Porch Modification              | <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.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There is a larger margin at the top, followed by several rows of standard-height lines, and another larger margin at the bottom. The paper is framed by a black border.

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


### **Architectural Review Committee Information**

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

- Evaluate all requests and take 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
- Consult with committee members to determine the status of an application
- Provides Homeowner with necessary feedback on the application and next steps

### Expectations of Our Committee Members:

- Receive & review applications in a timely matter
- Physically visit the site of the 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**

<b>APPROVED</b>	
<b>APPROVED WITH CONDITIONS</b>	
<b>DEFERRED</b> (additional information requested)	
<b>DENIED</b>	

### **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