

DESIGN REVIEW APPLICATION PLANTATION LAKES HOMEOWNERS ASSOCIATION

Name: _____ Phone: _____

Email Address: _____

Street Address: _____

DOES THIS PROPERTY ADJACENT TO THE GOLF COURSE? YES NO OR FACE IT? YES NO

YOUR PROPERTY IS: SINGLE TOWNHOUSE JEFFERSON VILLA

INSTRUCTIONS: This is the **FIRST** step of **THREE (3)** steps you need to have full approval through the ARC committee, the Town of Millsboro, and the Sussex County. Make sure your application is complete.

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes, or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change:

- _____ DIMENSIONS: Plans with specifications, dimensions
- _____ DETAILS: Photos, catalog illustrations, etc. showing the nature, kind, shape, color, materials,
- _____ SURVEY: The survey with the project location drawn on the lot in bold ink **MUST** be included (NO EXCEPTIONS)
- _____ FEE: \$25.00 application fee paid by check and made payable to "Plantation Lakes HOA".

An application submitted without all required submissions will be considered incomplete. In such case, the Covenants Committee's review will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Icon Management prior to submitting your application.

Description of Proposed Changes: Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required documents as listed above to fully describe the proposed changes. One item per line. Use the number of the item throughout the document and survey. **For more than two (2) items, please use additional page that is provide by the HOA Team.**

Item "1": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Item "2": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Estimated start date: _____ Estimated completion date _____

Name of Contactor: _____ Phone: _____

_____ If Contractor causes damage to the common area, Homeowner will be held liable. The consumer is responsible for maintaining grades and swales once the Homebuilder has properly established them. Standing or ponding water caused by the changes in the grade or placement of sod, fencing, or any other obstruction by Homeowner is excluded from the Homebuilder's warranty coverage. If the Homeowner adds a patio or deck, the Homebuilder will no longer be responsible for any warranty claim for improper surface drainage. **ALL dirt and debris MUST be removed from the Community. It cannot be placed anywhere in the Community.**

Neighbors' ACKNOWLEDGEMENT for address: _____

You are requested to obtain the signature of the two (2) lot owners whose lots are adjacent to your lot, with the exception of rear improvements, which must have four (4) signatures. Signatures of your neighbors indicates an awareness of your proposed change and does not constitute their approval or disapproval.

Front Left

Name: _____

Address: _____

Signature: _____

Front Right

Name: _____

Address: _____

Signature: _____

Rear Left

Name: _____

Address: _____

Signature: _____

Rear Right

Name: _____

Address: _____

Signature: _____

Owner's Acknowledgement: **(You must initial every line 1-9)**

I/we understand and agree:

1. _____ That approval by the Committee and the Board shall in no way be construed as to pass judgement on the correctness of the location, structure design, suitability of water flow or drainage, location of utilities or other qualities of the proposed change being reviewed.
2. _____ That approval by the Committee and the Board shall in no way be construed as to pass judgement on whether the proposed change being reviewed complies with the applicable building and zoning codes of Sussex County, Delaware and the Town of Millsboro. HOA approval DOES NOT imply any other approval of the jurisdiction, any public utilities, services, etc., and it is the responsibility of the resident to ensure these permits and the like are pulled and those regulations are met
3. _____ That approval of any particular plan and specified design shall not be construed as a waiver of the right of the Committee or the Board to disapprove such plans and specifications, or any element or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ That no work or material on the proposed change shall begin until written approval of the Committee, the Board, and without the correct permit from the county or town has been received by me; that, if work is begun prior to approval and permits, I may be required to return property to its former condition at my own expense if disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ That there shall be no deviation from the plans, specifications, and location approved by the Committee and the Board without written prior consent of the Committee and the Board; any variation from the original application must be resubmitted for approval.
6. _____ That I may authorize members of the Committee or Managing Agent to enter upon my Property to make one or more routine inspections.
7. _____ That construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee and Board shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ That it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvement in a workman like manner in conformance with all applicable building and zoning codes.
9. _____ That I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

If Needed: Additional Items and Purpose for address: _____

Description of Proposed Changes: Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required documents as listed above to fully describe the proposed changes. Use the number of the item throughout the document and survey.

Item "3": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Item "4": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Item "5": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Item "6": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____

Item "7": _____ **Dimensions:** _____

Material: _____ **Photo / Color:** _____

Purpose of the Improvement: _____
