

Architectural Review Committee Application Form
The Ridings at Rehoboth Owners Association

Version dated 1/18/22
Printable Version - Please Print Clearly

Homeowner's Printed Name _____ Signature _____

Your Ridings Address _____

Your Mailing Address _____

Preferred Contact Phone _____

Email address (mandatory) _____

Type of Alteration / Construction: Please provide brief description on the lines below (i.e. – deck porch, enclosed deck, shed, etc.).

If this project will be visible to any neighbors [front, both sides, rear (if applicable) of your property], the ARC requests that you discuss or otherwise advise them of it. Have you done so? Yes _____ No _____ If yes, please include with your application any issues that may have been raised by your neighbors and the names and addresses of those neighbors. Thank you for your cooperation.

IMPORTANT – In order to avoid having your application returned as incomplete, you must provide all of the following documentation. Have you included the following required information with the application?

- A brief description of the completed project. Yes _____ No _____
- A copy of any construction plans, drawings and/or pictures of the project. Yes _____ No _____
- A copy of your plot plan/mortgage survey marked to show the location of your proposed modification. Yes _____ No _____
- A specific list of materials and exterior colors to be used. Yes _____ No _____
- The exact dimensions of the proposed project. Yes _____ No _____
- Estimated start and completion dates for the project. Yes _____ No _____

Protect yourself! Any alterations/changes to the project made after the application was submitted must be sent to the Property Manager and then be approved by the Architectural Review Committee and/or Board prior to the changes being acted upon by the resident or their contractor. Architectural Review Committee approval of your request is required before starting any work. Where applicable, Sussex County approval of your request is required before starting any work.

All submitted materials which support your application become the property of The Ridings at Rehoboth Owners Association and will be kept in the Association's archives. They will not be returned.

Homeowners (or their Contractor) are responsible for obtaining all Sussex County Building permits as required. Issuance of a permit by the County does not imply compliance with the Association deed restrictions nor does it convey approval from the Association. The Sussex County Building Permit **MUST** be prominently displayed in a front window of the residence. Sussex County Building Permits are not required for Storm Doors or Landscaping enhancements.

Please return your completed application and documents via one of the following methods:

<u>Standard mail</u>	<u>Hand Deliver</u>	<u>email</u>
Premier Property Management 34634 Bay Crossing Blvd Ste 4 Lewes, DE 19958	Premier Property Mgmt. 34634 Bay Crossing Blvd. Suite 4 Lewes, DE 19958	rbarnes@prempromgmt.com

(Located next to Bethany Blues upstairs)