

The Ridings at Rehoboth Owners Association Architectural Review Committee Application

Printable Version - Please Print Clearly

Homeowner's Printed Name _____ Signature _____

The Ridings Address _____

Mailing Address _____

Contact Phone _____ Alternate Phone _____

Type of Alteration / Construction: (Please provide specifics on the lines below)

Sunroom/Porch Windows Door Patio Fence Other:

To ensure that your application is complete, please answer the following:

- Have you supplied a picture or a diagram of the affected area? Yes No
- Have you supplied a specific list of materials to be used? Yes No
- Have you supplied a brief description of the completed project? Yes No
- Have you supplied an estimation of the time necessary to complete the project from start date to end date? Yes No
- Have you verified / have proof that your contractor is licensed and insured? Yes
- Have you supplied a copy of the contractor's Proof of Liability Insurance and Worker's Compensation coverage? Yes

Please provide to the Property Manager the exact dimensions, colors, materials, and location of your proposed request. Please provide a copy of any construction plans, proof of insurance, drawings and/or pictures as well as a copy of your plot plan or mortgage survey mapping out the exact location of your proposed modification. The Property Manager will provide the documents to the Architectural Review Board Members for their review.

Any alterations to the original request must be submitted to the Property Manager and be approved by the Committee and/or Board prior to their being acted upon by the resident or their contractor.

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. **Approval of your request is required before starting any work.**

Sussex County Building Permits are not required for Storm Doors or Landscaping enhancements.

Please return your completed application and documents via standard mail to:

**SeaScape Property Management
P.O. Box 1761
Millsboro, DE 19966**

You may also drop off all applicable documents to our office located adjacent to the Nassau Valley Vineyard:

17563 Nassau Commons Blvd, Suite 3, Lewes DE 19958