Belden HOMEOWNERS’ Association

Architectural Review Committee

**Project Approval Request**

This form has been created by the Architectural Review Committee to simplify the project approval process and ensure that all projects are considered in a full, fair, consistent and timely manner. Before starting your project, please complete this form with detailed information and submit it to the Architectural Review Committee by emailing it chris.ciupinski@gmail.com The Architectural Review Committee will review your request and make a recommendation to the board members of the Belden Maintenance Corporation. Upon receipt, the board members will review the committee’s recommendation and vote to approve or deny your project request.

**Note:** When answering the following questions about your project, try to avoid Yes and No answers. They do not provide the Architectural Review Committee with the detailed information it needs to make informed decisions and may delay the approval process by requiring the committee to request additional information about your project.

\*Also be sure to attach a site survey (to scale) to

**Contact Information**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Type (Check all that are applicable)**

**\_\_\_**Fence \_\_\_Deck \_\_\_Shed/Outbuilding \_\_\_Pool \_\_\_Satellite Dish \_\_\_\_Patio/Walkway

 \_\_\_Other (Please detail): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Timeline**

Anticipated Project Start Date: [Select Date] Anticipated Project End Date: [Select Date]

**Project Information**

1. If you are not the primary point-of-contact for your project, please provide contact information for the person who is overseeing your project.

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1. Provide a description of your project.

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1. Provide an explanation of building materials that will be used to complete your project.

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1. Provide a picture of the material to be used. (A screenshot of material on the website is acceptable)
2. Provide a Survey or Lot Plan with the project clearly overlaid/drawn on. (ATTACH) (Do your best to make to scale)
3. Please submit any contractor provided plans, i.e. – pool layout, construction drawings, etc…. (ATTACH)
4. Please provide copies of townships permits (if required) for your project. (ATTACH)
5. Will the final colors of your project match/compliment the appearance of your home?

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1. Provide contact information for the contractors/builders/service providers involved with your project?

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1. Does your project comply with all applicable deed restrictions? If not, please explain.

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1. Will your project have any impact on any properties, easement areas or open spaces that are contiguous to your property? (Will you need to bring trucks through open space that may cause damage?) If so, please explain.

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1. Will your project, at any time, interrupt utility service(s) to any Belden resident? If so, please explain the utility service(s) that will be interrupted, when and for how long.

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1. Is there anything else of importance or significance that the Architectural Review Committee should know about your project?

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1. Please provide any additional detail needed.

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**Please refer to the Belden Deed Restrictions (available on ARC page of HOA portal) for More Information about project restrictions.**

**Additional Information of Importance**

* **Under no circumstances are the private open spaces of the community to be used to access any project site without written approval from the Belden Maintenance Corporation.**
* Approval of a project by the Belden Maintenance Corporation does **not** exempt your project from having to be in compliance with all applicable New Castle County codes or other applicable government codes, laws and/or regulations.
* Approval of a project by New Castle County does **not** exempt your project from having to be approved by the Belden Maintenance Corporation or from having to comply with all applicable deed restrictions.
* Projects must be completed within six (6) months of the approval date; otherwise, you are obligated to notify the Architectural Review Committee.
* You are required to notify the Architectural Review Committee of all changes, revisions and/or modification to an approved project plan. Such changes, revision and/or modifications may require additional review and approval.
* If your project is completed in a manner that is inconsistent with the approved project plan, you may be required to take corrective action at your own expense.
* You are responsible for the condition, including cleanliness, of all streets, sidewalks, curbs and storm water drains which may be adversely impacted during the completion of your project. Failure to repair broken or damaged sidewalks, curbs and storm water drains may result in fines/fees being levied by the Belden Maintenance Corporation, New Castle County and/or the Delaware Department of Transportation.
* You are responsible for contacting Miss Utility of Delmarva before breaking ground on your project. You can contact Miss Utility of Delmarva by calling 800.282.8555 or visiting www.missutilitydelmarva.com.
* If your project is subject to a final inspection by New Castle County or any other government entity, you are obligated to notify the Architectural Review Committee when your project passes its final inspection.

**Acknowledgement**

By way of signature and date, the undersigned certifies that they are the legal owner of the above noted property and that they agree to comply with all covenants, deed restrictions and applicable government laws, codes and regulations that may apply to their project. The undersigned acknowledges that all information they have provided is true and accurate, and understand that they alone bare full responsible for their project.

**Signature and Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:

Date: [Select Date]

**For Architectural Review Committee Use Only**

Date Request Received:

Recommended to Board Yes: [ ] Yes, With Comments: [ ] No: [ ]

Recommendation Comments:

Date Recommended:

Recommendation Signature:

**For Belden Maintenance Corporation Use Only**

Date Recommendation Received:

Approved by Board Yes: [ ] Yes, With Contingency: [ ] No: [ ]

Contingency Comments:

Date of Approval Decision:

ARC Chair Signature: