

APPLICATION FOR EXTERIOR ALTERATION (ARCHITECTURAL REQUEST)

**WARNING: ADDITIONS OR ANY EXTERIOR CHANGES MADE BEFORE
APPROVAL MAY RESULT IN FINANCIAL CONSEQUENCES**

1. NAME: _____

2. ADDRESS OF PROPOSED CHANGE: _____

3. LOT NUMBER: _____

4. TELEPHONE: (H) _____ (W) _____ (FAX) _____

5. MAILING ADDRESS (if different from #2): _____

6. DESCRIPTION OF PROPOSED CHANGE – Provide a description of the proposed alteration, including the purpose or reason for the change, and the type, style and color of materials to be used. Describe the location on the lot, and provide any pertinent information such as sketches, drawings, photographs or product literature that may be required to evaluate the proposed change. If more space is needed, please attach a separate sheet.

7. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION: The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case the Architectural review Committee's (ARC) sixty (60) day review period will not commence until all required submissions have been provided.

- A. SITE PLAN/PLAT – A county registered site plan of the property showing the location and dimension of the proposed improvement, including orientation with respect to the property line, unit and adjacent dwelling units must be provided for ALL applications. Site plans/plats must be to scale.
- B. ARCHITECTURAL DRAWINGS AND PLANS – Detailed architectural drawings or plans must be provided for proposed structures and major landscape improvements.
- C. PAINT OR STAIN COLORS – A sample of the color(s) to be used must be provided for all painting and staining, together with a list of existing colors on the house or deck, which will remain unchanged.
- D. FINISH MATERIAL – A description and/or sample of all finish material to be used for the exterior surface of the proposed improvements must be provided.
- E. PHOTOGRAPHS – The inclusion of photographs is appropriate to clarify type, model and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
- F. OTHER EXHIBITS – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners with questions are advised to seek guidance from the ARC prior to the submission of an application.

8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____

9. ESTIMATED COMPLETION DATE: _____

10. Nothing contained herein shall be construed to represent that alteration to lots or buildings in accordance with these plans shall not violate any of the provisions of local building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be constructed as a waiver or modification of any said restrictions.

11. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be constructed as a waiver of said requirement.

12. Owner further understands and agrees that no work in this request will commence until written approval has been obtained from the ARC and any and all permits are obtained from the county. Additions or exterior changes made before approval may result in financial consequences.

13. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.

MYSTIC HARBOUR HOMEOWNERS ASSOCIATION

Form Updated: January 2023

14. Owner agrees to give the Board and/or the ARC express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in process, and/or the completed project.
15. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
16. Owner acknowledges that he/she is familiar with the design review requirements and procedures for Mystic Harbour Homeowners Association.
17. Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 6 months following approval or other time frame authorized by the ARC and completed within 1 year, or other time frame authorized by the ARC. **Work is not considered complete until Owner calls the ARC for a final inspection and after final inspection a Certificate of Compliance has been issued.**
18. If applying for a deck, please attach top view and side view drawings with accompanying measurements.
19. All complete (see #7 above) design review applications received by the ARC will be acted upon 30 days. If notification is not received within 30 days, please contact the ARC.
20. The Homeowner(s) hereby agree that any and all liability caused by or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, and Declarant from any and all liability.
21. Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions on this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, the Architectural Review Committee, the Board of Directors, and/or their designee.
22. I have read and understand the above application and notes in their entirety and do hereby submit this application for review by the ARC at Mystic Harbour Homeowners Association.

OWNER'S SIGNATURE

DATE

OWNER'S SIGNATURE

DATE

DATE RECEIVED

ACTION BY THE BOARD

☐ Approved as requested.

☐ Approved subject to the following conditions/modification: _____

☐ Disapproved for the following reason(s): _____

Notification to Owner on: _____
DATE

Authorizing Signature