

Application for Exterior Alteration (Architectural Request)

PLEASE PRINT LEGIBLY

Association: Hawthorne Homeowners Association, Inc — Georgetown, DE 19947	
Property Address:	Lot Number:
All Homeowner Name(s):	
Homeowner Primary Mailing Address:	
Primary Phone Number:	Secondary Phone:
Primary Email:	Secondary Email:
Describe proposed alteration, attach additional sheets if necessary:	
Estimated Start Date:	Estimated Completion Date:
Contractors Name, if applicable:	

All Homeowners listed on the Deed MUST initial and sign this form on Page 1 & 2 where indicated.

___/___ If applicable, you must submit 1 through 5 for this application to be processed. If these items are applicable and not submitted, this application will be denied:

1. Total dimensions of the proposed project, if applicable, include square footage.
2. Complete list and description of materials to be used, including manufacturer, color and model
3. If applicable, plat showing property boundaries with the area of the proposed alteration drawn on it.
4. If applicable, diagram, elevation, and/or illustration of the proposed project.
5. If a contractor is completing the work, please provide a copy of the contractor's work license and certificate of insurance.

If any required documents are missing, you must resubmit the entire application request with the updated documents.

___/___ 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, HPS Management, Builders and Declarant of any and all liability.

___/___ 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 of 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.

___/___ This application will be forwarded for review to the Board of Directors and/or the ARC. It is the Homeowner's responsibility to obtain any government issued permits that may be required for the proposed alteration. If the requested alteration requires any ground to be dug up, it the Homeowner's responsibility to have any underground utilities identified to prevent damage from occurring.

___/___ Depending on the scope of your project, please allow at least 30 calendar days from receipt of completed application (all required documents) for the ARC to meet and review this application. Status updates and questions may be emailed to HawthorneARCAApplication@gmail.com. **This application grants permission to the ARC to perform pre-construction, construction in progress and post-construction site visits. Owners will be notified prior to visit.**
Please allow five (5) FULL business days for the ARC to acknowledge email correspondence.

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Homeowner's Signature: _____

Print Name _____

Homeowner's Signature: _____

Print Name: _____

Homeowner's Signature: _____

Print Name _____

Homeowner's Signature: _____

Print Name _____

Submit form & all required documents via Email: arc@thethorne.us