



STEEPLE GLENN

Condominium Association

INSTRUCTIONS

Attached is an exterior change application form. Please fill out the form completely and accurately. Be sure your information is clear and easy to read. If the form is not completed in its entirety it will be returned.

- 1) Forward a sketch or a written description of the proposed improvement or change in enough detail so that the Council can make an informed decision.
- 2) Provide a site plan, including unit location, and indicate where on the property the improvement is to be located.
- 3) All proposed improvements must meet local building codes, state or local laws. Your signature indicates that these standards will be met. Applications to the county or to any other governmental authority for a permit to make an addition, alteration or improvement in or to any Unit must be approved by the Council of the Homeowners Association

Conditions each Unit Owner agrees to abide by and does so by signing this application

- 1) It is understood that I (we) have knowledge of the Declaration in regard to property changes.
- 2) I (we) understand and agree that no work on this request shall commence until written approval of the Steeple Glenn HOA Council has been received by me (us).
- 3) All expenses related to the work, including damage to the Common Facilities or to the other Units is my (our) responsibility and I (we) agree to save the Council harmless from any and all liability which may result from any approval.
- 4) The Council and/or its appropriate agents may make reasonable inspections as work progresses which is relative to this application and I (we) agree to permit them to do so.

AR Requests are reviewed at the monthly Home Owners Association Council (HOAC) Meeting. After the Council reviews the request, a decision letter will be sent to the Homeowner.

This process can take up to 90 days. All efforts will be made to keep the approval time to a minimum.

If you have questions regarding the completion of this form, please contact BC Communities.

Please return completed form to:

Steeple Glenn Condominium Association
4905 Mermaid Blvd
Wilmington, DE 19808
Fax: 302-234-7718
ltaylor@bccommunities.org

Architectural Review Request

Application

Name: _____

Address: _____

Phone Number: _____ Email: _____

Detailed Description of Request: (attach additional pages as needed)

Please include exact dimensions, colors, materials and location of your proposed request. Please provide a copy of any construction plans, 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 or addition.

Homeowners are responsible for obtaining all state, county and/or local permits as required. Issuance of a permit by the county does not imply compliance with the condominium deed restrictions nor does it convey approval from the condo association.

Please return your application via fax, email or standard mail to BC Communities. Approval of your request is required before starting any work.

Steeple Glenn Condominium Association

Signatures

Signature of Owner/Renter _____ Date _____

Signature of Owner _____ Date _____

Note: Owner must sign. Renter signature is not valid

For Official Use Only

Date Received at BC Communities _____

Council Decision: Approved Rejected

Do adjacent Homeowners need to be notified? Yes/No If Yes – when was it done? _____

Comments

Council Member Signature: _____

Date: _____