

**2024**

## **SANDY BRAE HOMEOWNERS' ASSOCIATION**

### **Architectural Review Application for Modification, Replacement, And New Build Projects**

Please complete and return application with all required attachments a **minimum of (30) days before start of project.**

**Applications without all the required information will be considered incomplete and your project will not be allowed to proceed. No contracts should be signed with a contractor/worker before a decision letter has been sent to you.**

According to Covenant #5 and a Board policy in 2003, an AR form and process was established.

If you have any questions now or during this process, please call the Sandy Brae Homeowners Association 682-3986.

#### **When an ARC Application is required?**

- An application must be submitted when a resident is planning any work or changes on the exterior of the home, when debris containers will be in the driveway for interior projects and when any equipment will be on the property for any length of time for special interior projects (PODS, back hoe, porta pottys, etc.) or a completely new build.
- Any proposed exterior additions, changes, or alterations to your lot must have a detailed application submitted as outlined in the following pages
- This requirement also includes any landscaping, adding beds, trees or shrubs that would have an impact on the original typography or drainage of your lot.
- Please note, the streets in Sandy Brae are not owned by the HOA and are subject to all DelDot regulations regarding driveway entrances, swells, right-of-ways, and the typography within their set back.

#### **What is the process?**

- Thirty (30) days before start of project, resident submits forms to the Sandy Brae HOA.
- Application goes to the ARC Committee for review then to the HOA Board for final approval.
- Resident is responsible for obtaining all correct County and HOA permits and displaying them during construction.
- Resident is under obligation to perform the work as described in the application or a stop work order will be issued immediately.
- On-site visits will be made periodically throughout the construction if necessary.
- Residents and all contractors/workers are required to work with the setback of the lot as outlined in the Sandy Brae HOA covenants. **Sussex County codes do not apply.**
- Resident has one year to complete a project.

#### **Application Requirements (where applicable):**

- Drawing showing project specifications (size, dimensions and location); provide copy of property site plan
- Complete Description of Materials/Plantings
- Color/Finish
- Manufacturer's Information
- Picture(s)
- List all dumpsters, storage units, porta potty, etc. that will be on the property and for what length of time.
- Copy of permits per project

**Modification(s)-check all applicable:**

- \_\_\_\_\_ Porch (screened or enclosed)
- \_\_\_\_\_ Garage
- \_\_\_\_\_ Shed (must meet all of the requirements as listed below)
  - Sheds can only be installed in either back corner of the property and adhere to the Sandy Brae HOA setbacks
  - Only one shed per lot
  - Sheds must only be made out of wood with vinyl siding and shingled roofs
  - Vinyl and shingles must match the color of the house as much as possible
  - NO resin, Rubbermaid, or metal sheds are allowed
  - Maximum size of the shed is 150 square feet
- \_\_\_\_\_ Driveway/Walkway
- \_\_\_\_\_ Deck
- \_\_\_\_\_ House Color(s)
- \_\_\_\_\_ Roofs
- \_\_\_\_\_ Doors
- \_\_\_\_\_ Windows
- \_\_\_\_\_ Patio
- \_\_\_\_\_ Fence
- \_\_\_\_\_ Pool/Hot Tub
- \_\_\_\_\_ Outdoor Shower (attached to the home)
- \_\_\_\_\_ Trash Bin Enclosure
- \_\_\_\_\_ Any other external addition to original or existing structure (please specify)
- \_\_\_\_\_ Making accommodations for handicapped entrance, etc.
- \_\_\_\_\_ Dumpster or any debris containers (start and end date)

**CONTRACTOR’S REQUIREMENTS:**

Contractor’s Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

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

- Provide copy of Certificate of Liability Insurance (Acord Form 25)
- Provide copy of current, valid Business License
- Abide by and comply with all Community Rules, Regulations and Restrictions
- Maintain safety lines/tapes/barricades around open footings and install silt fences where applicable
- Maintain a clean, neat and orderly environment of building materials, equipment and construction in process
- Pick up and discard all refuse and debris daily in a covered dumpster or commercial refuse container or remove from the project entirely
- Note: Contractors will be cited for any area of deficiency and/or non-compliance. Failure to correct the situation may result in the prohibition of further work in the community.

**Application Submission -**

**Send the application and all necessary attachments to:**  
**Sandy Brae HOA, PO Box 244, Nassau, Delaware 19969 or email to the HOA website**  
**sandybraehoa.lewes.de@gmail.com**

**HOMEOWNER INFORMATION AND AGREEMENT**

NAME \_\_\_\_\_

SB ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTACT PHONE NUMBER \_\_\_\_\_

CONTACT EMAIL ADDRESS \_\_\_\_\_

I, the property owner, of \_\_\_\_\_ in Sandy Brae, do understand and agree that I will abide by and follow all the requirements as outlined in this Architectural Application. I understand and agree that I and my contractors/workers must comply with the rules, regulations, and restrictions of the Sandy Brae HOA or be subject to penalty. That what I have presented for consideration is true and accurate and will be done accordingly.

I, the property owner, do also understand and agree that I may be subject to penalty if my Contractor fails to comply with Community Rules, Regulations and Restrictions and any of the requirements outlines in this document.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

**ADMINISTRATIVE SECTION (Do Not Complete)**

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Sent to ARC

\_\_\_\_\_  
Date Approved by ARC/Signed by Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Sent to the Board

\_\_\_\_\_  
Date Approved by the Board

\_\_\_\_\_  
Visit Site Date