

Fairway Villas Property Owners Association
Architectural Change Application

The Declaration of Covenants requires a homeowner to submit to the architectural committee for approval all proposed exterior changes, additions, or alterations to their home or lot.

Once completed, submit your application to Fairway Villa Property Owners Association, 29350 Cripple Creek Drive, Dagsboro, DE 19939.

Homeowner name _____ Phone# _____

Email address _____ Cell Phone# _____

Description of Proposed Change: (please print or type)

Describe in detail all proposed improvements, alterations, or changes to your home or lot. Please provide required details by attaching sketches, drawings, pictures, illustrations or photos, copy of survey with the locations of the modifications marked, etc. to fully describe the proposed change. Also include color (s), size (s), materials and any other information to assist the committee to make a decision.

Continue on back of form as required.

Once builder/contractor is selected, please complete the following and submit.

Builder/Contractor Name _____ Cell Phone # _____

Phone # _____ Email _____ Fax# _____

Proposed Architectural Change Requirements

Estimated cost of change:	Up to \$2000	\$2000-\$10K	\$10-\$25K	Over \$25K
Application Fee*	None	\$50	\$100	\$100
Application Required	(Phone call to Architectural Committee Chair)	Completed	Completed	Completed
Builder's Performance Bond**	Not Required	Not Required	\$1000	\$2500

*Check made out to FVPOA and submitted with application

**Check made out to FVPOA and submitted with copy of survey/permits as required

Neighbor's Acknowledgements

You are required to obtain signatures of two or more neighboring property owners who will be most affected by the proposed changes.

Name: _____

Name: _____

Address: _____

Address: _____

Signature: _____

Signature: _____

Owner's (Applicant's) Acknowledgements:

I/We understand and agree:

1. That approval by the Committee shall in no way be construed as to pass judgement on the correctness of the location, structural change, suitability of water flow or drainage, location of utilities or other qualities of the proposed change being reviewed.
2. That approval by the Committee shall in no way be construed as to pass judgement on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes.
3. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. That no work on the proposed change shall begin until written approval of the Committee has been received by me/us, that if work is begun prior to approval, I/we will be subjects to a fine of \$50 per day, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part, and I/we may be required to pay all legal expenses incurred.
5. That there shall be no deviation from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. That I/we authorize members of the Committee to enter upon my property to make one or more routine inspection(s).
7. That construction or alterations in accordance with the approved plans and specifications must commence within one month of the approved date of this application and be completed within seven months of the approved date, otherwise the approval of the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

8. This it is my/our responsibility and obligation to obtain all required building permits, to contact the utilities involved, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. That I/we am/are responsible for any damage and all cost to repair greenspace or community property that results from the proposed modification.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

For Architectural Committee Use Only:

Date Received: _____ Application Fee Received: \$ _____

Approved: _____ Disapproved: _____ Not Considered (application incomplete): _____

Approval of the proposed change is subject to the following (if not, mark N/A):

Comments/Conditions: _____

Authorized Signature: _____ Date: _____