

Architectural Change Request Form

Return this completed form to:

Email- lkelly@kellymanagementservices.com

L.H.M.C. c/o Kelly Management Services

PO Box 627 Bear, DE 19701

Telephone: 302.565.4499

TO THE APPLICANT: Please complete Items 1 through 9 and sign where indicated- Please be aware that all attachments will be retained by LHMC unless otherwise indicated by you.

1. Date:

2. Name(s) of Owner(s) requesting design change:

3. Property Address:

4. Daytime Phone:

Evening Phone:

5. Cluster Location

Options:

Cluster A- Entrance off Mermaid Stoney Batter Road

Cluster B- East entrance off Route 7 –Limestone Road

Cluster C- Northpointe

Cluster D- West entrance off Route 7 – Limestone Road

Cluster E- Vincent Lane – entrance off Route 7 – Limestone Road

6. Proposed Change: Include information on the following, as applicable: plans and specifications with illustrations showing the nature, kind, shape, color, height, materials, and proposed location of the architectural change. Be aware that all attachments will be retained by LHMC unless otherwise indicated by you. (If more space is needed, please attach additional information to request application.)

7. Proposed Start-up Date:

8. Name and address of contractor:

9. Estimated Completion Date (where applicable):

General Conditions:

- It is the sole and expressed responsibility of the requester to secure any necessary permits of construction, occupancy, etc. from the proper authorities.

The Maintenance Corporation, the Board of Directors and the Architectural/Design Review Committee make no representation or warrant, expressed or implied, by its approval of this application as to the structural soundness of said change, to the legality of said change, nor do they act in any manner as an agent or agency of any municipal, county, state or federal jurisdiction with respect to the interpretation of laws, ordinances, statutes or other rules and regulations applicable to any and/or all said changes.

- It is the position of the Architectural/Design Review Committee that any requester should secure the services of competent professionals in the areas of law, engineering or other services required by the requested change.

- It is also the sole responsibility of the requester to ensure that all improvements, as approved by the Architectural/Design Review Committee, be erected within the property lines of the requester and under no circumstances erected on private open space.

- All work will be done expeditiously once commenced and will be done in good workmanlike manner by requester or a professional contractor. No work or commitment to begin work will be made until written approval has been received from the Architectural/Design Review Committee.

- All construction material should be stored exclusively on owner's property and not on private open space, parking areas or easements. It is understood that the owner shall be responsible to restore the property to its former condition should any damage occur to such areas.

Signature of Owner(s):

Date Received by Architectural/Design Review Committee:

The Architectural Change Request is:

Approved:

Unacceptable:

If approved, the requested change is subject to the following conditions:
