



**LEWES CROSSING ARCHITECTURAL REVIEW COMMITTEE**

**THE ARCHITECTURAL MODIFICATION APPLICATION PROCESS AND INSTRUCTIONS FOR COMPLETING THE APPLICATION**

1. All modifications to the exterior of your house and/or to your lot are subject to the Lewes Crossing Architectural Guidelines. These guidelines may be found in the Declaration of Covenants, Conditions, and Restrictions (CCRs), Article VI and Exhibit B (as amended in 4<sup>th</sup> Amendment).
2. Many modifications addressed in the guidelines will require you to submit an Architectural Modification Application for approval. The guidelines also describe modifications that do not require prior approval.
  - a. Examples of modifications that **DO** require prior approval include:

Arbors/Trellises	Lighting fixtures – garage and front door
Awnings	Patios
Ceiling fans (outdoor)	Porches/3- and 4-season rooms
Decks	Privacy panels
Fences	Safety ramps
Fire pits/Fireplaces (Permanent)	Satellite dishes/Antennas
Front door painting	Shower enclosures
Generators (Standby)	Shrubs – new and replacements with a different species/ variety in planting beds away from the dwelling or attached structure
Handrails	Solar panels
Hot tub	Trees – new and replacements of a different species/variety
HVAC Mini-split	Walkways (e.g., to access to trash /recycling and/or shower enclosures)
Landscaping beds away from the house	

- b. Examples of modifications that **DO NOT** require prior approval **as long as they meet the size, location, material, and color requirements in the Guidelines**, include:

Flags	Shrubs – removed or replaced with same species/variety in beds away from the dwelling or attached structures
Flowers – perennials and annuals	Stone/mulch around base of mailboxes
Garden hose hangers and posts	Storm doors
Irrigation wells	Trees – removal or replacement with the same species/variety
Landscaping beds adjacent to the house, including expansion of existing builder-installed beds	Trash/Recycling container enclosures
Shrubs – added to, replaced, or removed from beds adjacent to the dwelling or attached structures	



**PLEASE NOTE:** Neither of these lists is complete; always consult the Architectural Guidelines or a member of the Lewes Crossing Architectural Review Committee (LCARC) if you have any questions or concerns.

**Failure to obtain required approval before initiating a modification is considered a violation of the CCRs and will result in the assessment of fines by the Board of Directors if not corrected or subsequently approved.**

3. Thoroughly read the application and complete the applicable sections and attachments and, if hiring a contractor, have the contractor complete and sign the Contractor Acknowledgement and Agreement page. You must submit detailed drawings and specifications with your application that clearly describe the scope of the modifications and location on your property. Drawings and specifications include:
  - a. The **“Boundary Survey Plan”** (also referred to as the Plot Plan) that you received when you purchased your house. A Lines and Grade Plan should **not** be used and **will not be accepted** as part of a complete application. Modifications made solely to the dwelling structure do not require a Boundary Survey Plan.
  - b. A detailed description of the proposed modifications, including:
    - i. Size, dimensions, and location of proposed modifications,
    - ii. Complete description of materials or plantings, such as color and finish,
    - iii. Architectural drawings,
    - iv. Distances from plot boundaries and buildings,
    - v. Elevations front and side view,
    - vi. Location / setback / drainage and sewer easements, and
    - vii. Any relevant supplemental information (pictures, brochures, manufacturer’s info)
4. Homeowners are solely responsible for completing and submitting applications. Contractors are not permitted to submit applications on behalf of homeowners. Homeowners must submit the completed application with all required documentation to the LCARC in the secure mailbox located outside Lewes Crossing Clubhouse or other location specified by the Committee.
5. Applications are processed by LCARC, as follows:
  - a. The LCARC will review the application for completeness. If the application is incomplete, the LCARC will return it to the homeowner(s) for completion and resubmission.
  - b. The LCARC, as needed, will physically inspect the project site, take measurements and complete field work, and meet with the homeowner to answer any questions and ensure all documentation is in order.
  - c. The LCARC will send the homeowner an authorization letter authorizing the proposed project within thirty (30) days from the date a complete application is received.
6. Once the homeowner receives the authorization letter, the site work can begin, subject to obtaining a Sussex County building permit when required (e.g., porches, decks, patios, fences). The building permit must be displayed in the front window during construction and a copy provided to the LCARC within 5 days of obtaining it. All work must be completed within 12 months of the date of the authorization letter. Upon completion of the project, the homeowner must contact the LCARC for final inspection. If Sussex County issued a building permit, the homeowner is required to provide a copy of the county’s Certificate of Occupancy/Compliance to the LCARC as part of the request for final inspection. The LCARC will inspect a completed project and will notify the homeowner that the completed project is acceptable and issue a Certificate of Compliance from the LCARC.
7. If the homeowner desires to change any aspect of any approved project, including design, materials, or colors, an amended application must be submitted to the LCARC for approval before any work begins.
8. If the homeowner hires a different contractor after the initial approval, all site work must be suspended. An amended application, along with the Contractor Acknowledgement and Agreement, business license and proof of insurance for the new contractor must be submitted to the LCARC. Any site work on the homeowner’s project cannot resume until the homeowner has been notified in writing by the LCARC that the amended application has been approved.

## ARCHITECTURAL MODIFICATION APPLICATION

**DATE OF APPLICATION:** \_\_\_\_\_

**HOMEOWNER INFORMATION** *(please print clearly)*

Homeowner's Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot #: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address *(if different)*: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**TYPE OF MODIFICATION(S)** *(check all applicable)*

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Arbor/Trellis           | <input type="checkbox"/> Front door painting | <input type="checkbox"/> Lighting fixture(s)      | <input type="checkbox"/> Shower enclosure |
| <input type="checkbox"/> Awning                  | <input type="checkbox"/> Generator           | <input type="checkbox"/> Patio                    | <input type="checkbox"/> Shrub(s)         |
| <input type="checkbox"/> Ceiling fan             | <input type="checkbox"/> Handrail            | <input type="checkbox"/> Porch/3- or 4-season rm. | <input type="checkbox"/> Solar panels     |
| <input type="checkbox"/> Deck                    | <input type="checkbox"/> Hot tub             | <input type="checkbox"/> Privacy panel(s)         | <input type="checkbox"/> Tree(s)          |
| <input type="checkbox"/> Fence                   | <input type="checkbox"/> HVAC Mini-split     | <input type="checkbox"/> Safety ramp              | <input type="checkbox"/> Walkway(s)       |
| <input type="checkbox"/> Fire pit-Fireplace      | <input type="checkbox"/> Landscape bed(s)    | <input type="checkbox"/> Satellite dish/Antenna   |   |
| <input type="checkbox"/> Other (Please Describe) |  |   |   |

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OVERVIEW** (Provide a brief description; e.g., install a retractable awning over the deck, plant two crape myrtles at the rear of the property, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Use additional sheet if necessary)



**ATTACHMENTS**

**(Attachments submitted with application require the applicable boxes be marked with an X)**

- Homeowner's Acknowledgment
- Contractor Acknowledgment and Agreement
- Easement Encroachment Acknowledgment (when applicable)
- Fence Resolution Form (when applicable)
- Business License (State of Delaware with expiration date)
- Certificate of Insurance (showing in the Certificate Holder section the homeowner's name and address)
- Boundary Survey Plan (with sketch of location of planned project)
- Detailed Drawings and Specifications

Homeowner(s)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**HOMEOWNER'S ACKNOWLEDGMENT**

I / We understand and agree that: (Please read carefully and initial)

1. \_\_\_\_\_ Approval by the LCARC in no way should be construed as passing judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ Approval by the LCARC in no way should be construed as passing judgment on whether the proposed change is in compliance with the applicable building and zoning codes of Sussex County.
3. \_\_\_\_\_ It is my responsibility and obligation to obtain all **required building permits** and certifications, to contact Miss Utility, and to assure the construction of the improvements in a workman-like manner and in conformance with all applicable building and zoning codes.
4. \_\_\_\_\_ No work on the proposed change shall begin until **written approval of the Committee** has been received by me. If work starts prior to approval, I will be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ There shall be no deviations from the plans, specifications, and location approved by the LCARC without prior written consent of the LCARC; any variation from the original application must be submitted in writing to the LCARC for approval.
6. \_\_\_\_\_ I authorize members of the LCARC to enter upon my property with prior notification to conduct inspections.
7. \_\_\_\_\_ Construction or alterations in accordance with the approved plans and specifications must commence and be completed within 12 months of the authorization date, otherwise the approval by the LCARC will be deemed to have exceeded the allowable time frame and is no longer valid. When necessary, an extension may be requested.
8. \_\_\_\_\_ I am responsible for any damage and all cost to repair common property that results from the proposed modification.
9. \_\_\_\_\_ I understand and agree that I may be subject to penalty if my contractor fails to comply with CCRs.

Homeowner(s)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



**CONTRACTOR ACKNOWLEDGMENT AND AGREEMENT**

**HOMEOWNERS' NOTE: When no contractor is to be used and homeowner will perform all work for the architectural modification, the homeowner must write "Homeowner to perform all work" on the Company line and sign and date on the respective lines.**

Contractor acknowledges and agrees that it is subject to the following requirements while providing services within Lewes Crossing. Contractor agrees that it will:

1. Provide proof of general liability insurance valid during the period of work and in the amount of at least \$1,000,000, naming the homeowner as an additional insured in the Certificate Holder section.
2. Provide a copy of current Delaware business license valid during the period of work. The name on the business license must be the same as the name on the certificates of insurance.
3. Abide and comply with all community rules, regulations, and restrictions.
4. Maintain safety lines/tapes/barricades around open footings and install silt fences where applicable.
5. Maintain a clean, neat and orderly environment of building materials, equipment, and construction in process. Install tarps under all construction materials on streets, medians, and lawns.
6. Pick up and discard all refuse and debris daily in a covered dumpster or commercial refuse container or remove from the project entirely.
7. Replace damaged or dead sod in work area at completion of the project.

Note: Contractor 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.

**Contractor Acknowledgment and Agreement:**

Company Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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



**EASEMENT ENCROACHMENT ACKNOWLEDGMENT**

Applicable for any Structure such as a Fence, Patio, Walkway, etc.  
to be Located Within a Drainage / Utility Easement

(Drainage/Utility Easements are identified on the Boundary Survey Plan for each lot.)

I, \_\_\_\_\_, as owner of the Lewes Crossing property located at  
(Print homeowner's name)

\_\_\_\_\_  
(Lewes Crossing property address and Lot #)

Hereby acknowledge that I am constructing a \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

within a drainage and/or public utility easement on my property; that I accept responsibility for any and all repair and replacement costs associated with the structure; and that I will remove the structure, at my sole cost, should such become necessary for the maintenance of Common Areas and/or any utilities that may be in or affected by the easement area in question.

Homeowner(s)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



Property • Owners • Association

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**FENCE RESOLUTION FORM**

Applicable to Fence Applications Only

Please obtain the signatures of all lot owners whose lots are adjacent to your lot. Your neighbors' signature indicates an awareness of your proposed change. Approval is the responsibility of the Lewes Crossing Architectural Review Committee (LCARC) only.

Name: \_\_\_\_\_

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

Lot Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Lot Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_