

**DEEP BRANCH WOODS HOA, INC.**

**\*\*\*\*\*ARCHITECTURAL REVIEW COMMITTEE NOTICE\*\*\*\*\***

The purpose of the Architectural Review process is to ensure that any additions or modifications to property maintain the appearance and property values of the community and do not unreasonably impact the rights of the surrounding neighbors who may be affected by the modification/addition.

Any improvement or addition including but not limited to, painting, fence installation, landscaping, patio covers/pergolas, pool/spa, awnings, recreational structures, etc. must first be approved by the Architectural Review Committee and/or Board of Directors. Provisions regarding the Committee can be found in the Association's Declaration of Covenants and Restrictions.

The "***Architectural Review Procedures***" and "***Request for Architectural Approval (Form A) & Neighborhood Awareness (Form B)***" are enclosed with this notice are to be submitted with the actual set of plans that will be used. If prior approval is not obtained, the homeowner may be required to remove the improvement and may be subject to a fine.

This process is to ensure additions to an owner's property do not adversely affect the appearance standards of community. The Board of Directors urges every homeowner to abide by the Covenants and Restrictions architectural review procedures to achieve this goal.

**\*\*\*\*\*ARCHITECTURAL REVIEW COMMITTEE NOTICE\*\*\*\*\***

## DEEP BRANCH WOODS HOA, INC.

To make a request for Architectural Review, complete Form A and submit it with all back-up documents to:

Deep Branch Woods HOA, Inc.  
25391 Branch Lane  
Milton DE. 19968

### **Specific Requirements for Submission:**

All Improvements must be made in accordance with the Master Declaration of Covenants, Conditions and Restrictions for Deep Branch Woods and Deep Branch Woods Architectural Review Committee Guidelines. Please review these documents carefully, and make sure your plans comply with their requirements. Unless specifically exempt, all Improvements must be approved by the Architectural Review Committee. A general rule of thumb is this - imagine you are on the Committee and you are reviewing the submission. Do you have everything necessary in order to visualize the completed product so you can make a judgement? If there are no unanswered questions in your mind based on the submission, then it is likely your submission will be acceptable.

***PLEASE NOTE: THE PROCESS OF ARCHITECTURAL REVIEW MAY TAKE UP TO 30 DAYS.***

***Painting*** - submit paint samples - large samples help give a better impression of color than small ones. Indicate the color in general terms of the houses on either side of yours (Example - light beige with brown trim).

***Landscaping*** - Include a plot plan showing in detail what you intend to accomplish. Be sure to show existing conditions as well as your proposed improvements. If you will be planting trees and shrubs, be sure to indicate the type and size on the drawing.

If you will be installing rock or bark mulch in planting beds, be sure to specify the type, color and size. If you are using edging, be sure to specify the type of edging. If you are installing a retaining wall, you must indicate how it will be constructed.

***IT IS EXTREMELY IMPORTANT TO RECOGNIZE THAT YOU MAY NOT ALTER THE DRAINAGE ON YOUR LOT BY YOUR LANDSCAPE IMPROVEMENTS.***

***Fencing*** - Be sure to show the location of the proposed fencing on a plot plan and describe the type of fence and whether you intend to seal or stain it.

***Roofing*** - Submit manufacturer's sample or brochure showing the type and color of shingle you are using.

***Brick*** - If you are using brick you must submit a sample or brochure indicating the color of brick.

**Building Additions** - If you are constructing a room addition to your home, you must submit full working drawings for the improvement. This would include floor plans and elevations of all exterior views as well as construction details.

***Patio Covers or Gazebos*** - You must submit a plot plan showing the proposed location in addition to elevations showing construction and exterior appearance. Also include exterior finish if other than natural.

# DEEP BRANCH WOODS HOA, INC.

## ARCHITECTURAL REVIEW PROCEDURES

***PRIOR TO BEGINNING ANY EXTERIOR IMPROVEMENTS, RENOVATIONS OR MODIFICATIONS,  
THE FOLLOWING PROCEDURES MUST BE FOLLOWED:***

1. Submit a written request Form (A) for architectural review to the Board of Directors describing the nature of the proposed improvement or modification.
2. Neighboring homes (both sides, behind, opposite) subject to affect by improvements must be advised of the proposed work. Prior to plan submittal, the "Neighbor Awareness Form B" must be executed by adjacent neighbors/owners. Concerns of neighboring homeowners and will be a factor the Architectural Review Committee will consider however, a neighbor does not have veto power over the proposed project. (Note: Existing Covenants and Restrictions do restrict view obstructions.)
3. Submit two (2) sets of plans, including, where appropriate, site grading plan, lot line plan depicting existing structures as well as proposed structures, specifications, material types, landscaping plans including plant types, sizes and quantities and exterior color samples. The plot plan must show specifically what presently exists and the proposed change(s). (Note: There is NO ENCROACHMENT of common area permitted.)
4. The Architectural Review Committee will review the proposed plans and generally, you will receive written response within thirty (30) days of receipt of the plans by the Board(s). If the plans are denied, a reason for denial and/or request for alteration will be issued.
5. AFTER the Committee has approved your plans, you may proceed with the improvement. At that time, the written approval may be taken to the local government entities to obtain necessary permits. One set of plans will be returned to you for your records, one set of plans will be issued to the Architectural Review Committee, if any will retain one set of plans.

**APPROVAL OF PROPOSED PLANS DOES NOT WAIVE THE NECESSITY OF OBTAINING ANY  
REQUIRED COUNTY PERMITS. OBTAINING A PERMIT DOES NOT WAIVE THE  
NEED FOR ASSOCIATION ARCHITECTURAL CONTROL APPROVAL**

# Deep Branch Woods HOA Inc.

## ARCHITECTURAL REVIEW COMMITTEE SUBMISSION FORM A

**Any modifications to your property must be submitted to the Architectural Review Committee for approval *PRIOR* to any work or modifications being constructed on your property. Please allow up to 30 days for complete processing. Include complete descriptions, dimension, style, type drawings, materials being used, colors, etc. The more information you can provide will help to expedite your application. Please provide a graphic showing the location of improvement in relation to other structures. Graphic should be marked showing location of any proposed fences in relation to home.**

Date Submitted \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

Owner \_\_\_\_\_ E-mail: \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Lot \_\_\_\_\_ Sussex County

Mailing Address if different from above: \_\_\_\_\_

CORNER LOT: Yes or No REAR \_\_\_\_\_ FRONT \_\_\_\_\_

Yes or No

Contractor \_\_\_\_\_ Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

### ITEMS FOR REVIEW

- |   |  |
|---|--|
| <p>_____ Building Elevations</p> <p>_____ Color Selections</p> <p>_____ Doors</p> <p>_____ Drainage Plan</p> <p>_____ Fence</p> <p>_____ Floor Plan</p> | <p>_____ Landscape Plan</p> <p>_____ Mail Box</p> <p>_____ Structural Addition</p> <p>_____ Swimming Pool</p> <p>_____ Windows</p> <p>_____ Shed</p> <p>_____ Deck</p> |
|---|--|

Other: \_\_\_\_\_

Homeowner Comments – Attach or state specific material list, color samples, picture or rendering.

***Homeowner is responsible for compliance with all applicable County ordinances and permits if application is approved. AN APPROVAL DOES NOT RELIEVE APPLICANT FROM OBTAINING THE NECESSARY BUILDING PERMITS FROM THE GOVERNMENTAL AGENCIES INVOLVED.***

**Return to:**

Deep Branch Woods HOA, Inc. Mail : 25391 Branch Lane Milton DE. 19968-

**Email: [scottb19147@gmail.com](mailto:scottb19147@gmail.com)**

FOR BOARD USE ONLY		
<i>DATE RECEIVED</i>	<i>DATE APPROVED</i>	<i>DATE DENIED</i>
<i>DATE OF LETTER</i>	<i>DATE OF SIGNATURE</i>	<i>DATE MAILED</i>

Deep Branch Woods HOA, Inc.

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**NEIGHBOR AWARENESS FORM B**

IMPACTED NEIGHBOR STATEMENTS: The attached plans were made available to the following neighbors; whose signatures appear below. I/We have secured their consent without objections; except as noted.

**FACING NEIGHBOR**

Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

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

Phone: \_\_\_\_\_ Objection: YES \_\_\_\_\_ NO \_\_\_\_\_

Notes: \_\_\_\_\_

**ADJACENT NEIGHBOR 1**

Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

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

Phone: \_\_\_\_\_ Objection: YES \_\_\_\_\_ NO \_\_\_\_\_

Notes: \_\_\_\_\_

**ADJACENT NEIGHBOR 2**

Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

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

Phone: \_\_\_\_\_ Objection: YES \_\_\_\_\_ NO \_\_\_\_\_

Notes: \_\_\_\_\_

**ADJACENT NEIGHBOR 3**

Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

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

Phone: \_\_\_\_\_ Objection: YES \_\_\_\_\_ NO \_\_\_\_\_

Notes: \_\_\_\_\_

The above neighbors have reviewed the plans I am submitting for Architectural Approval. I understand neighbor objections do not, in themselves, cause denial. However, the Architectural Committee will contact the neighbors to determine if their objections are applicable, if necessary. Submitted By:

Name: \_\_\_\_\_ (print) \_\_\_\_\_ (signature)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_