

Exterior Alteration Application

Architectural Review Board
The Village at Tony Tank Creek Homeowner's Association
P.O. Box 3595
Salisbury, MD 21802-3595

INSTRUCTIONS

1. Please carefully review the Architectural Guidelines and any applicable Covenants prior to completion of the form.
2. Describe in full detail your exterior change or modification and/or attach exhibits (sketches, pictures, drawings, clippings and catalog illustrations are acceptable).
3. Specify materials, colors, size with dimensions, etc.
4. Show the location of the project on your property along with appropriate dimensions.
5. Specify start and completion date.

Name of Applicant _____

Address of Proposed Change _____

Home Phone _____ Work Phone _____

Description of change: _____

Proposed Start Date _____ Proposed Completion Date _____

1. Nothing herein contained shall violate any of the provisions of the Building and Zoning Codes of the City of Salisbury, MD to which the above property is subject. Further, nothing herein contained shall be construed of a waiver or modification of any said restriction.
2. I understand that the Building Ordinance of the City of Salisbury, MD may require that I file plans for construction requiring a Building Permit.
3. I understand that any construction or exterior alteration undertaken by me, or in my behalf, before approval of this application is not allowed. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred. (*See Reverse Side*)

4. I understand that the members of the Architectural Review Board (ARB) are permitted to enter upon my property at any reasonable time for the purposes of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner
6. I understand that the application review process usually takes no longer than 15 working days if a “conforming” application is submitted, and that an ARB decision is required on all completed applications within 60 calendar days of receipt of said application by the ARB.
7. I am aware of and understand the Declaration of Covenants, Conditions, and Restrictions for The Village at Tony Tank Creek as they may apply to my application.
8. I understand that the alteration authority granted by the ARB will be automatically revoked if the change and/or modification requested has not been commenced within 45 days of the jointly approved starting date and/or completed by the date jointly established with the ARB.
9. I am aware that I am liable for any damage to “common property” through my or my contractor’s actions. “Common Property” is the land owned and maintained by the Homeowner’s Association. For instance, should my contractor drive across “common property” to access the site and leave undesirable marks or damage in the grass, or destroy landscaping or plantings, I will be responsible for returning it to its previous condition. The same will apply to damage of any sprinkler system components, be they on “common property” or my own property. The acceptable “previous condition” will be determined by the ARB.

Applicant’s Signature _____ **Date** _____

Committee Recommendation:

☐ Approved ☐ Approved with modifications ☐ Denied

Date _____

If you disagree with the decision of the ARB, and Appeal may be made. For procedures, please refer to the Architectural Guidelines.