

Please enter your association name here: **Northbrook Condominium Association**

### Architectural Submission/Application Form

Owner (Applicant): \_\_\_\_\_ Account #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phase: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Village/Subdivision: \_\_\_\_\_

**Contractor Information:**

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

Contractor Phone: \_\_\_\_\_ Contractor Email: \_\_\_\_\_

Project Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Project End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contact information should the Committee wish to contact you for additional information (please circle one):**

Phone: Home) \_\_\_\_\_ Work) \_\_\_\_\_ Cell) \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_ Zip: \_\_\_\_\_

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

**Modification or Addition Requesting:**

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Detached Structure/Building | <input type="checkbox"/> Solar Screen(s)        | <input type="checkbox"/> Storm Door   |
| <input type="checkbox"/> Fence                       | <input type="checkbox"/> Exterior Modifications | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Construction            | <input type="checkbox"/> Landscaping            |                                       |
| <input type="checkbox"/> Paint                       | <input type="checkbox"/> Ornamentation          |                                       |
| <input type="checkbox"/> Retaining Wall              | <input type="checkbox"/> Patio/Arbor/Deck       |                                       |
| <input type="checkbox"/> Shed                        | <input type="checkbox"/> Roof                   |                                       |

**Description of and reason for request (\*\*Required\*\*):** \_\_\_\_\_

**Is this request in response to a violation letter we sent you? Yes  No**

Please make sure you have attached/included all of the following information:

- A completed Submission Form (**including signature below the Owner Acknowledgement notice on next page**)
- A description of the project, including height, width and depth, roofing materials, colors, etc.
- A complete materials list of the project, including paint samples and/or stain color
- A picture or drawing of the intended/existing project (sketches, clippings, catalog illustrations and other data or links to websites)
- A site plan showing the location of the house along with any other structures on your lot and the proposed structure (including dimensions from the property line or other structures)

Please send your request to:

**Northbrook Condo Association**  
P.O. Box 260  
Amesbury, MA 01913

**Phone:** 978-943-6609

**Website:** [www.northbrook-condos.com](http://www.northbrook-condos.com)

**For Office/Committee Use Only:**

Date Submission Received: \_\_\_\_\_

APPROVED     APPROVED W/STIPULATIONS     DENIED     DENIED – INSUFFICIENT INFORMATION

Stipulations/Comments/Suggestions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Pre-Approval Inspection: \_\_\_\_\_ Committee Post-completion Inspection: \_\_\_\_\_

**Owners Acknowledgements:**

I understand:

- That no work on this request shall commence until I have received approval of the Architectural Review Committee (ARC);
- Any construction or alteration to the subject property prior to approval of the Architectural Review Committee is strictly prohibited. If I have commenced or completed any construction or alteration to the subject property and any part of this application is disapproved, I may be required to return the subject property to its original condition at MY OWN EXPENSE. If I refuse to do so and the HOA incurs any legal fees related to my construction and/or application, I will reimburse the HOA for all such legal expenses incurred.
- That any approval is contingent upon construction or alterations being completed in a neat and orderly manner;
- That there are architectural requirements covered by the Covenants and a board review process as established by the Board of Managers;
- All proposed improvements to the property must comply with city, county, state and local codes. I understand that applications for all required building permits are my responsibility. Nothing herein shall be construed as a waiver of modification of any codes. My signature indicates that these standards are met to the best of my knowledge.
- That any variation from the original application must be resubmitted for approval;
- That if approved, said alteration must be maintained per the Declaration of Covenants, Conditions and Restrictions for the HOA.
- This alteration will not detrimentally affect the proper drainage of any common areas or surrounding lots. I will be responsible at my expense to correct any drainage problems to such areas that may occur as a result of this work or alteration.
- *The Builder/Applicant acknowledges and agrees that the Committee and Association assume no liability resulting from the approval or disapproval of any plans submitted. The Committee and the Association assume no liability and make no representations regarding the adequacy or quality of any submitted plans or whether such plans comply with any or all governing authority requirements. The Committee's review, comments, and/or approvals do not relieve the Builder/Applicant of their responsibility and obligation to comply with the Master Declaration, Master Design Guidelines, or Subdivision Guidelines as applicable. The Builder/Applicant agrees to grant the Association accesses to property at any reasonable hour to inspect for compliance issues.*
- *It is the duty of the owner and the contractor employed by the owner to determine that the proposed improvement is structurally, mechanically and otherwise safe and that it is designed and constructed in compliance with applicable building codes, fire codes, other laws or regulations and sound practices. Your association, the ARC Committee and any employee or member thereof, shall not be liable in damages or otherwise because of the approval or non-approval of any improvement.*

I certify that the above information is an accurate representation of the proposed improvements and that the work will conform to applicable codes, covenants and standards. I also certify that the improvements will be completed in accordance with the approved application. I understand that construction is not to begin until approval has been received from the Architectural Review Committee. The Architectural Review Committee has permission to enter the property to make inspections, as they deem necessary.

**Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Owner/Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Informational Addendum**

REVIEW PROCESS – Your association's governing documents stipulate the amount of time the ARC may take to render a decision. However, the ARC will make every reasonable effort to expedite the review process. Applications will be reviewed during the timeframe for completeness and the ARC may request additional information to help clarify your proposal.

APPLICATION – The application must be accompanied with necessary documents, photos, drawings, brochures, and information necessary to present to the ARC. Property owners must sign the application. Contractor’s signatures for property owners will not be accepted. **Modifications are not permitted to commence until the modification has been reviewed and approved by the ARC.**

NOTIFICATION - All owners will be notified in writing by mail (USPS) once the request has been approved or denied.

APPEALS – If your association allows appeals of an ARC Committee decision, requests must be based on the association documents and timeframes stated by the documents.