Architectural Review Request Application

c/o Investment Property Services, LLC
413 Larch Circle
Newport, DE 19804
Phone (302)994-3907 Fax (302)998-7398
Email: ARrequests@ipsde.com

For IPS internal use

Rec'd	Fax / email / mail
Date Rec'd	
Board	

Contact Information

I request the Board of Directors approval to make the modifications, alterations, or additions described and depicted below and on additional pages as necessary.

Community Name: _____ **Date:** _____

Owner Name(s): _____

Street Address: _____ **Lot #:** _____

Phone Number: _____ **Circle:** Home or Cell

Email Address: _____

Describe the Addition and/or Modification Requested (provide detail):

_____

_____

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Checklist of Required Documents *(please check attached items)*

- ☐ Provide exact dimensions/measurements, colors, type of materials to be used.
- ☐ Copy of Estimate/Proposal with construction plans, drawings and/or pictures.
- ☐ Copy of Lot Plot Plan/Survey marked with location to scale of proposed changes.
- ☐ Photo of proposed modifications, alterations, or additions
  a. (i.e., what will the finish project look like when completed)
- ☐ Homeowners are responsible for obtaining all state, county and/or local permits as required. Issuance of a permit by the county does not imply compliance with the deed restrictions: nor does it convey approval from the board.