

APPLICATION FOR AN EXTERIOR ADDITION, RENOVATION, OR CHANGE  
WAWASET MAINTENANCE CORPORATION ARCHITECTURAL COMMITTEE  
WAWASET PARK - WILMINGTON, DELAWARE

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Home Tel. No. \_\_\_\_\_  
Work Tel. No. \_\_\_\_\_

2. I (we) grant permission for members of the Architectural Committee to enter onto my property to review any and all exterior aspects of the project being proposed.

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

3. Briefly describe the project that is being proposed: (Attach separate sheet if necessary)

Separate sheet attached: Yes  No

4. **Proposed Project Drawings and Specifications:** The information needed for review is described in Sub-division VII of the Wawaset Park Common Deed which reads as it appears on the back of this application. The proposed project cost is not necessary unless otherwise requested during the review process.

All projects involving a change in the footprint of an existing structure, the addition of a structure, or the erection of a fence, must include plans that also clearly delineate the relationship of the project to the site plan of the property and its property lines. Please note also that all applications for the erection of fences must include a landscape plan for same. Renovations involving in-kind duplications need only state so accordingly.

The lack of information needed by the reviewers to clearly visualize what's being proposed and what effect it's going to have on the overall property, is by far the most common cause for the delay in the approval of an application. It is recommended that you discuss your proposed needs with the Architectural Committee's Chairperson (Tel. No. \_\_\_\_\_) in advance of submitting your application and review the flow chart provided on the back of this application to familiarize yourself with the review process.

Please list the documents and information being provided for review and attach five (5) copies of each with this application. (Attach separate sheet if needed)

Separate sheet attached: Yes  No

5. The applicant is responsible for seeing to it that all neighbors having a direct view of their proposed project have been provided with details of the project for their review and submittal of comments to the Architectural Committee. Please list the names, addresses and phone numbers of the neighbors which you have provided such details to. (Attach separate sheet if necessary)

Separate sheet attached: Yes  No

6. **Action:** Do not commence work on any of the above proposed project elements until a copy of this application has been returned to you and authorization to proceed with the project has been approved. Approval becomes automatically void 360 days following the initial date of approval.

A (preliminary) (complete) review of your application has been made and is being returned  
approved  rejected  for further action

Reasons/Conditions: (Separate sheet attached if necessary)

Separate sheet attached Yes  No

7. Please submit this application and (2) copies of all accompanying documents listed under item 4 above to the Architectural Committee Chairperson who resides at:

Date accepted for a complete review \_\_\_\_\_

Signature and date of project approval:

2312 W 11<sup>th</sup> St 654-3084

**Common Deed, Sub-division VII:**

"No building, fence, wall or other structure shall be commenced, erected or maintained, nor shall any addition to or change or alteration therein be made, until the plans and specifications, showing the nature, kind, shape, height, materials, floor plans, color scheme, location and approximate cost of such structure and the grading plan of the lot to be built upon shall have been submitted to and approved in writing by the party of the first part and a copy thereof, as finally approved, lodged permanently with the party of the first part. The party of the first part shall have the right to refuse any such plans or specifications or grading plans, which are not suitable or desirable, in its opinion, for aesthetic or other reasons; and in so passing upon such plans, specifications and grading plan, it shall have the right to take into consideration the suitability of the proposed building or other structure and of the materials of which it is to be built, to the site upon which it is proposed to erect the same, the harmony thereof with the surroundings, and the effect of the building or other structure, as planned, on the outlook from the adjacent or neighboring property".

**REVIEW PROCESS FLOW CHART**

**NOTE:** Please allow a minimum of four (4) weeks for the completion of the review process. "While-you-wait" approvals can be obtained for minor in-kind maintenance type applications which is left up to the discretion of the Architectural Committee Chairperson. Applications which must also be reviewed by the Wawaset Park Trustees could take several weeks to complete.

