

Lazybrook Civic Club
Deed Restrictions Enforcement and Architectural Control Committee

Approval Application Form Instructions

General Instructions:

Applicants must know the applicable Section of Lazybrook (Sections 1-5, 7-9) in which the subject property is located. Applicants be familiar with such Section's corresponding deed restrictions. Copies of deed restrictions are available on the Lazybrook Civic Club website, www.lazybrook.org. The applicant should ensure that submissions comply with all applicable covenants, conditions and restrictions affecting the subject property.

Types of requests subject to the Application Form include:

- Exterior physical rehabilitation of existing structures;
- New construction, including expansion of existing structures and accessory structures;
- Relocation of structures;
- Demolition of structures;
- Dimensional Variances for all yard (setback) requirements, height of structures or other matter as the Committee may be required to review.

Submissions for Committee Approval:

Submission for Committee approval must be made by the Owner of the subject property, and must be made in one of the following manners:

- In person at a Civil Club meeting,
- In person at a Committee meeting, or
- Via an e-mail request to the following address: architecturalreview@lazybrook.org.

An application is considered complete when the each of the following information has been submitted:

- Completed attached Application Form (including legal description of the property);
- Complete set of elevations, floor plans, and wall sections;
- Site plan, including sidewalks, curbs, street, and structures on adjacent sites;
- Drawings of any patio and/or paving changes impacted by the project;
- Demolition drawings (when the project involves new construction of expansion of existing structure);
- Information about the proposed building material(s) used (including samples if specifically requested because clarification is needed)
- Drawings must indicating setback dimensions, height of proposed structure, and use of proposed structure
- Photographs (if specifically requested because clarification is needed)

Approval Application Form:

Please complete the attached Approval Application Form, along with submitting all required additional information listed above. All required information must be submitted at the time of the Approval Application request, or the application will not be considered submitted, and will be placed on hold. If you have any questions or difficulties in filling out the Approval Application, please contact the Committee Chair via e-mail at architecturalreview@lazybrook.org or the Civic Club President at president@lazybrook.org.

Other Information:

Applicants should plan to submit Applications well in advance of their scheduled project. Per the Committee's governing protocols, the Committee has 30 days to review your request, however most requests are handled in 7-10 business days. The more information applicants submit, the faster the process moves along. The Committee does not wait for Civic Club meetings review requests. Request are reviewed throughout the month. Submissions made in person must have printed documents. Drawings may not be printed on paper smaller than 11x17, and must be legible. Submissions made via e-mail and the Lazybrook Civic Club website must include drawings in Adobe (.pdf) format.

See Application Form on next page.

**Lazybrook Civic Club
Deed Restrictions Enforcement and
Architectural Control Committee**

Approval Application Form

For Committee use only

Date Received:

Date to Committee:

Critical Date:

Applicant Name: _____

Application Date _____

Applicant Mailing Address: _____

Applicant Phone Number/E-Mail: _____

Physical Address of Project: _____

Legal Description of Project Property (including Lazybrook Section number):

Proposed Improvement: (describe fully, include building material list, and include all required information from instructions needed for review). Attach addition required information as necessary: _____

Planned Start Date: _____

Planned Completion Date: _____

I understand that I must receive approval of the Lazybrook Deed Restrictions Enforcement Committee in order to proceed with my project. I understand that the Committee approval does not constitute approval of any governmental entity (local, state or federal), and that I may be required to obtain a building permit. I agree to complete improvements promptly after receiving approval. I have read the accompanying instructions and will comply. I understand that all projects are subject to final inspection by the Committee, and/or the Lazybrook Civic Club.

Applicant Signature