

## ARCHITECTURAL CHANGE REQUEST FORM

Per deed restrictions, homeowners must receive written approval from the Crossings at Christiana Maintenance Corporation (CCMC) prior to performing any modifications, enhancements, replacements, or other changes to the front, side, or rear exterior of their home or to their patio, driveway, or sidewalks. This form should be used to request written approval. Homeowners should refer to their deed restrictions prior to submitting their change request for additional information regarding allowable changes.

The homeowner must complete this form in its entirety and provide all information requested. Incomplete requests will be rejected. All forms and supporting materials will be retained by CCMC unless the homeowner requests return of the supporting materials. **Submit your form to the fax number or e-mail address listed at the top of this form.** All properly submitted forms will receive a decision response within thirty (30) days per the deed restrictions.

HOMEOWNER NAME	STREET ADDRESS
TELEPHONE NUMBER	E-MAIL ADDRESS
DESCRIBE NATURE OF CHANGES IN DETAIL. INCLUDE INFORMATION AND SAMPLES/PHOTOS ACCURATELY DEPICTING ALL COLORS AND MATERIALS TO BE USED. CHANGES REGARDING ADDITIONS, PATIOS, DRIVEWAYS, AND/OR SIDEWALKS MUST INCLUDE A SCALE DRAWING OF THE PROPOSED CHANGES. ATTACH ADDITIONAL SHEETS AS NECESSARY.	

By signing below, homeowner warrants all information on this form and supporting attachments is true to the best of homeowner's knowledge and that all facts are represented completely. Homeowner acknowledges that, if approved, changes must be completed within 120 days, and any modifications to the approved change must be submitted on a new Architectural Change Request Form prior to modification of the approved change. Homeowner must obtain any necessary County, State, or Federal permits, comply with the Delaware Underground Utility Damage Prevention and Safety Act and all other applicable statutes, and indemnify CCMC against any claims resulting from homeowner's proposed changes. CCMC will inspect changes to confirm that they have been completed as described in this request, and homeowner will be responsible for any costs to correct changes which have not been performed as described.

HOMEOWNER SIGNATURE	DATE		
<b>SECTION BELOW FOR CROSSINGS AT CHRISTIANA MAINTENANCE CORPORATION USE ONLY</b>			
DATE RECEIVED	<input type="checkbox"/> APPROVED <input type="checkbox"/> REJECTED	REVIEWER SIGNATURE	DATE INSPECTED