



Architectural Review Form

Unit Owner's Name: _____ Unit Number: _____

Home Address: _____

City, State, and Zip Code: _____ Date Submitted: _____

Phone number(s): _____

Proposed Work: _____

Work to be performed by: _____

Anticipated Start Date: _____ Anticipated Completion Date: _____

Is this a re-submittal? Yes No

Please read the following information carefully

The Board requires that ALL owners of record submit any proposed modification, repair or appearance change in writing before requests will be considered. All owners of record must complete this form and obtain written approval of the Bayberry Cove Board of Trustees prior to contracting for any modification or improvement to their individual property. No modifications or improvements of any kind may be made without written approval of the Board of Trustees, on this form. Any materials purchased, services contracted for, or work begun prior to obtaining approval are the sole responsibility of the owner. Neither the Association nor the Board of Trustees will be responsible for any expenses incurred by the owner for services, work or modifications to comply with Bayberry Cove Condominium Association, local or state Rules and Regulations obtained prior to obtaining approval for modification or improvement. In the event modifications are begun prior to obtaining Board approval, the Board reserves the right to require that work cease immediately written approval is obtained, and in the event written approval is not granted, that the unit be returned to its original condition, prior to modification. The Board further reserves the right to invoke all sanctions, penalties and remedies available to them under the Bayberry Cove by-laws and Rules and Regulations in effect at the time.

Please complete all sections of this form and submit it to the Bayberry Cove Condominium Association office. Please allow thirty (30) days for processing. If the request is denied, it will be returned to you within (30) days with the reasons for denial. You may appeal the original proposal, in writing, within (30) days of its return to you by the Board, at which time the Board's decision will be final. Or, you may modify the original proposal and re-submit it to the Board. The work must be started within (3) months and completed within (9) months from the date of the Architectural Review Form was approved.

If the work is started and not completed within this time, the owners will be subject to a fine. Upon expiration date of an Architectural Review Form, it becomes null and void. A new form would have to be completed and approved to start a new project or restart an old or existing project. The rules in place at the time of applying will be enforced.

Owners must abide by all local and state regulations, and shall forward a copy of the Upper Township building permit to the Bayberry Cove office and attach it to the ARC review form. Approval by the Board does not imply that the regulations of local and state have been met. If a contractor is used, a copy of his liability insurance must accompany this form.

The following restrictions are in effect as prescribed in the Rules and Regulations:

Minimum Setbacks:

- Front yard, at least eighteen (18) feet to the unit, parallel to road. If you want to have a deck out front, you will still need 18' depth for parking.
- Side yard, at least two (2) feet on the trailer side and five (5) feet on the porch side.
- Rear yard, five (5) feet.
- For beachfront units, construction may be to the property line on the beach side (no set backs on that side).
- For sheds, side and rear, two feet (2). One shed per unit. Sheds are to be placed in the rear of Property, except for lakefront properties and several other properties within the Park, which have placement locations "grandfathered". Maximum shed dimensions are six feet (6) by eight (8) feet and must have a peaked roof. Maximum shed height is eight (8) feet.

Additional restrictions:

- Trailer unit square footage must agree with current Recreational Vehicle Industry Association Standards.
- Maximum porch width is ten (10) feet; maximum porch length to match trailer length.
- Maximum width of trailer and side porch is twenty-three (23) feet measured to outside wall and includes siding.
- For "roof-over" type construction, the vertical supports for the roof must be included in the maximum width and setback requirements stated above. This requirement is enforced because some owners have constructed outside walls along the vertical supports, which effectively increases the width of the unit.
- Maximum height of exterior sidewalls is 8'0"; maximum trailer and associated structure height is twelve feet, eight inches (12'8") measured from the living floor inside the trailer to the highest outside dimension of the roof peak.
- No dumpsters will be allowed on properties from four (4) days before Memorial Day until the day after Labor Day.

Survey Requirements – for projects where the "foot print" of the trailer or porch is being altered, where the shed is being placed or moved, or any other structure changes, a drawing layout, to scale and survey must accompany this form. If you do not have a survey, contact the office to see if a survey is in your file. If one is not on file a survey by a licensed surveyor is **REQUIRED**. Property markers **MUST** be located and clearly visible for inspection. The Bayberry Cove employees have been instructed not to locate property markers. It is suggested to have a surveyor locate the property markers because there are occasions within Bayberry Cove where

adjacent properties do not share a common marker. The proliferation of expanded units makes it imperative that property markers be identified to preclude infringement, and ensure prescribed setbacks are maintained.

Parking Requirements – all units will have parking for two (2) vehicles at a total of 18 feet x 18 feet. Depth of parking is measured from the road edge. Road edge is determined by extending a string line up and down the street and across other driveways to determine the average edge. Parking spots may be separated into two (2) 9 foot x 18 foot spots if necessary. Parking is permitted in the setback of a unit, provided it does not project back beyond the front edge of the unit. A vehicle will not constitute a structural setback problem.

Parking area deck extensions – decks may project outward along the parking area; however, there must be at least six (6) foot setback to said deck, or unit's bottom step from road edge. In NO case shall parking be permitted under a deck over hang. When parking in front of a raised deck, the eighteen (18) foot depth requirement is to run from the road edge to the drip line off the deck. A physical barrier must be installed to prevent "parking creep" beyond the drip edge. Bushes, lattice, bollards and guard rails are suggested barriers. Bayberry Cove reserves the right to inspect and approve barriers.

Raised Units with Lower level – lower levels are for storage only. Only stones may be used to cover ground. Occupational and recreational activities are not permitted in lower level areas. Lower level siding will come down to a minimum average height of 3 feet from ground. Adjustment may be allowed for properties with a significant pitch.

Pavers – If pavers are requested, they must be a water porous type of paver when placed flat. Pavers cannot be used on parking spots. Pavers may be used on edge as border stone.

Tree Removal: – It is and has always been the intention of Bayberry Cove to maintain a "green" appearance. Trees with trunks smaller than four (4) inches in diameter may be removed without approval. Bayberry Cove By-Laws prohibit removal of trees larger than four (4) inches in diameter without prior approval. For trees larger than four (4) inches in diameter, a Tree Removal Request Form must be submitted. Forms are available in the office or online.

Drawings: – Attach a description of work to be performed including drawing (when required). All rooms and roof-overs must have a set of drawings to be submitted to the Township and Bayberry Cove. The drawings must include details and dimensions of all work to be performed.

Bayberry Cove Condominium Association Board of Trustees, in accordance with the documents of the Association, has legal authority over all Common elements including, but not limited to all building exteriors in Bayberry Cove.

Failure to comply with an approved Architectural Review will result in a fine and/or the structure will be required to conform.

I (we) have read, and understand and agree to the foregoing. I (we) understand and agree to conform to applicable state and local codes and the rules and regulations governing Bayberry

Cove and to faithfully execute, or cause to be executed, the modifications approved by the Board.

I (we) understand and agree that any modifications or improvements that do not comply or conform to those approved by the Board and or local and state regulations, will be my (our) sole responsibility. All costs related to the removal of such modifications, or associated with bringing such modifications or improvements into compliance with the Bayberry Cove Rules and Regulations, local or state regulations, will be my (our) responsibility.

Signature of Owner(s)

Date _____

Description of work to be performed:

Survey Needed? Yes No

Maps attached? Yes No

Architectural Review Status: Approved Denied

Comments on review:

Signature of BOT Representative: _____

Date: _____