



**Property Owner:** Name, Address, Phone

(     )
Email:

**Contractor:** Name, Address, Phone

(     )
Email:

***All landscape projects after initial construction shall be submitted to the DRB for review and approval.***

- Projects of this caliber include but are not limited to bulk plantings, trees, pavers, patios, driveways, parking pads, etc.
- Landscape Projects require a deposit of \$500.00 check to CHPOA. This deposit is refundable after verification of design by DRB at the conclusion of the project.
- Any project involving plumbing, electrical, or mechanical (HVAC) will need a permit from the City of St. Marys provided with the DRB application. A copy of all permits must be received by the POA office prior to start of project.
- The allotted time for work hours is Monday through Friday from 7am to 7pm only. Saturday work will only be allowed with prior approval from the POA office. If approved, Saturday work must be quiet inside work only from 9am to 2pm.

**ITEMS TO BE INCLUDED WITH SUBMITTAL FOR REVIEW**

- Map of property with location of dumpster for the project if necessary
- Landscape Plan
- Example pictures of plants, ornamentations, etc. to be used

**DESCRIPTION OF RENOVATION/REMODEL/ADDITION PLAN**

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**TIMELINE OF RENOVATION/REMODEL/ADDITION**

Expected date of initiation of construction	
Approximate Project Duration	

Is the improvement of this property for speculative purposes

YES

NO



**SUB-CONTRACTOR INFORMATION – for Gate Entry**

Name	Phone #
Name	Phone #
Name	Phone #

I hereby certify that I have reviewed the covenants, restrictions and architectural design guidelines and will construct the above dwelling in accordance with these documents and representations made on this application, including plans, specifications, and that no oral representations have been made by either myself or the contractor. I understand that I am responsible to provide the DRB with a digital copy any City of St. Marys Permits. I understand that I am responsible for the DRB Submission Fee payable to the Cumberland Harbour POA prior to the start of the project.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_ BUILDER: \_\_\_\_\_ DATE: \_\_\_\_\_

**PRELIMINARY/FINAL approval is hereby granted for the construction of the improvements detailed in the plans and specifications submitted with this application.**

This approval is limited to design criteria established by the Design Review Board as provided by the Design Review Board Guidelines and should not be interpreted as approval of any variation from restriction or conditions imposed on the property owner by contract or other guideline restrictions. All revisions or additions to the exterior of any structure must be submitted to the Design Review Board for approval.

CH DRB RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

<i>Date Application Received</i>	
<i>Received By</i>	
<i>Date DRB Fee Paid</i>	
<i>Date Approval Granted</i>	
<i>Date of Compliance Inspection</i>	
<i>Inspection By</i>	
<i>Date Security Deposit Refund Issued</i>	
<i>Processed By</i>	