

MANTUA FARMS HOMEOWNERS ASSOC., INC.,
C/O Hanco Property Management
371 Glassboro Rd.
Woodbury, NJ 08097
(856) 845-1273

ARDC APPLICATION - REQUEST FOR APPROVAL OF EXTERIOR IMPROVEMENT

Homeowner (Print): _____
Address _____ Phone: _____
House Model _____ Elevation/Roofline: _____
Siding Color: _____ Door Color: _____

INSTRUCTIONS

Please submit one application per improvement for example if you are going to install landscaping and a fence we would want two application submitted.

Proper completion of this application will expedite processing. Incomplete applications will be returned without approval; therefore, it is suggested you review your documents before filling out application.

Application MUST be accompanied by a copy of the FINAL SURVEY (issued to each homeowner at the time of settlement) showing location and dimensions of proposed improvements to scale. Please attach additional sketches/pictures when necessary.

The application must be signed by a homeowner in the space below and under liabilities on the reverse side. Work **MUST BEGIN** within six (6) months of approval. If work is not started within six (6) months, the approved application will be null and void.

Township approval is required for all construction. Prior ARDC approval is necessary before submission to Township. All outside improvements/modifications/changes require ARDC approval.

DESCRIPTION OF IMPROVEMENT

I request approval of the ADRC Committee to undertake the above improvement to my property at the address shown above in MANTUA FARMS HOMEOWNERS ASSOCIATION.

Homeowner's Signature _____ Date _____

THIS SPACE FOR USE BY THE OFFICE AND THE ARDC ONLY

Date application received: _____ Approved: _____
Application is:
Date of first review by ARDC: _____ Not Approved: _____

Comments: _____

Signature: _____ Date: _____
Chairman, ADRC Committee

Completion Inspection Date: _____ Completion Inspected By: _____

Homeowner please sign back

**Homeowner please read information on the back
(OVER)**

ADRC Committee Initials _____

Revised 9/30/05

Liabilities:

ADRC approval of a project is valid to the extent that such project complies with Architectural guidelines. It does not relieve the homeowner of responsibility for maintaining original drainage pattern required by the Township and delivered to the homeowner by the builder.

Before undertaking improvements, the homeowner and/ or his contractor should ascertain that the improvement will not interfere with proper drainage of the property. Any deviation of existing drainage and/or drainage to the common property due to changes listed in the homeowner's application that effect drainage must be repaired at the expense of the homeowner. The homeowner assumes all responsibility for any adverse effect on drainage caused by improvements and will not hold the builder, Mantua Harms Homeowner's Association, Management for the Architectural Design Review Committee responsible. ADRC approval for any improvement shall not relieve or indemnify the homeowner from liability of any kind. This is in accordance with and does not replace the agreement signed by each homeowner at the time of settlement, which reads: A. I/we, the buyer/buyers of the above-referenced property, do hereby acknowledge that any exterior improvements to my/our property such as, but not limited to, patios, landscaping, and additions must comply with Mantua Farms Homeowners Association Architectural guidelines and approvals, as well as necessary Township requirements regarding same prior to the work being started. Furthermore, any of these improvements must not affect the engineering design relating to but not limited to, I/we, the buyer/buyers, shall take full responsibility to remedy any such condition as is determined by Mantua Farms Homeowner's Association and or Mantua Township.

Agreed to by: _____ Date: _____
Homeowners Signature

Address

The purpose of the Architectural Design Review Committee is to regulate the external design, appearance, and maintenance of the properties and of improvements thereto in such a manner as to preserve and enhance property values and to maintain a harmonious relationship among structures and natural surroundings.

**Information needed when submitting ARDC application
One application per improvement**

- Landscaping** Plot plan with location, size of beds, type of trees and shrubs and size of trees
- Patios** Plot plan with location, size, type of materials used and color of materials (pictures of stones)
- Antennae/Satellite** Plot plan with location, size of dish/pole
- Garage door lights** Pictures of lights, color and size
- Fences** Plot plan with location, size, color and style of fence
- Sheds** Plot plan with location, size, color, material picture if available

When submitting ADRC application, please make sure you have all the information requested and that you have signed the front and back of the application. Proper completion of this application will expedite processing. Incomplete applications will be returned without approval; therefore, it is suggested you review your documents before filling out the application. All ADRC applications need to be sent to the Hanco office at 371 Glassboro Rd. Woodbury Heights, NJ 08097.

If you have any questions or you need help filling out your application, please call Hanco at 856-845-1273