

**Thistleberry Farms Architectural Committee**  
**Application for Lot Modification or Dwelling Alteration**

An application for approval and the required plans (see below), must be submitted to the Chairman of the Architectural Committee for any and all modifications, changes, or improvements you are planning to the exterior of your residence and the grounds surrounding same, unless specifically exempted by the Deed Restrictions. Please read this complete form before submitting your application. Applications can be electronically submitted by sending as an attachment via email to: [architecture@thistleberryfarms.com](mailto:architecture@thistleberryfarms.com). **The Thistleberry Farms' Deed Restrictions require that no lot modification or dwelling alteration may begin prior to approval by the Architectural Committee.**

**Instructions for Application**

1. Application must be submitted at least forty-five (45) days prior to the date you plan to begin the project or apply for a building permit, if so required by New Castle County codes. This form serves as the application and must be submitted for each project.
2. For repair, replacement, or maintenance updates that require exterior work to your residence or lot, a check-off section of is provided on the back of this form that may be applicable to your request and assist you in speeding up application for approval.
3. For proposed modifications, building additions and alterations that will change foundation footprint or residence structure(s), submit two (2) sets of plans (or an equivalent e-version) showing the dimensions of the floor plans including all exterior elevations; and type, color and/or finish of materials being used.
4. For lot modifications, exterior to the residence proper, submit two (2) sets of plans (or an equivalent e-version) showing the location of the project on your property. This can be drawn on a copy of your mortgage survey you received at settlement. Note: If it is a large project (e.g. a swimming pool) please submit a copy of the lines and grades drawing that will be required by New Castle County permit code..
5. **If any of the requirements as listed above are not submitted with this application, the application will be returned to the applicant, not reviewed.**

Owners' Name \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Expected Startup Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

Description of Project

(Continue on separate pages if necessary)

**Note:**

- Approval by the Architectural Committee does not constitute or waive approval by New Castle County Permits.
- The Architectural Committee does not review plans for structural intent, integrity or appropriate New Castle County building codes.
- If a building permit is required for construction, a copy must be submitted to the Architectural Committee.
- Upon completion of the project, all unused materials and construction debris must be properly removed from the property. The grading must be returned to the original state or to the revised lines and grading plan as approved by New Castle County code.
- Deed restrictions prohibit placement of contractor signs on your property at any time.

**Please check mark where appropriate in sections below:**

- Building Permit will be required
- Building permit may not be necessary. Check with New Castle County Building Permit – New Castle Public Works Department Kirkwood Highway, Wilmington, Delaware. Telephone (302) 366-7760

**Request for Repairs/Replacement on Lot and/or Residence**

The following requests may be made by checking the blank, initialing where noted, and submitting to the Architectural Committee. All repairs/replacements must be of like kind, consistent with current architectural style of the residence, and comply with all deed restrictions. No additional explanation is required unless requested by the Architectural Committee.

- Addressing normal wear and tear or weather damage to exterior – returning to its original state (color and type of sidings/shutters not to change) \_\_\_\_\_ (initial here)
- Replacing siding - color and style to remain the same \_\_\_\_\_ (initial here)
- Replacing roofing – color and style to remain the same \_\_\_\_\_ (initial here)
- Replacing windows – to be the same as previous and meets the deed restrictions \_\_\_\_\_ (initial here)
- Replacing outdoor decks or decking due to age and wear & tear – no changes to shape, size or form \_\_\_\_\_ (initial here)
- Replacing split rail fence due to wear & tear or weather damage – to exist in the same footprint as before \_\_\_\_\_ (initial here)
- Repaving blacktop driveway – no changes to shape, size or form \_\_\_\_\_ (initial here)

**For Committee Use Only**

**Date Rec'd** \_\_\_\_\_

**By:** \_\_\_\_\_