



**APPLICATION FOR EXTERIOR  
ADDITION, IMPROVEMENT  
OR CHANGE**

Date: \_\_\_\_\_ Application Fee: \_\_\_\_\_  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Preference for contact: \_\_\_\_\_

Type of Request:    \_\_\_ Addition (Shed, Garage, Structural Change to Home, etc.)  
                          \_\_\_ Improvement (Fence, Patio, Landscaping, Swing set, etc.)  
                          \_\_\_ Change (Painting Home, Doors, Fence, etc.)

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drawings and Specifications Attached: (please list)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit completed application and all required documentation either electronically or by mail. Please include the appropriate application fee. You will receive a confirmation when your application has been received and it will be reviewed within 7 business days. You will be notified of any delay in processing.

Eastern Village Assembly  
PO Box 6799, Scarborough, ME 04070  
207-883-3618 [Assembly@Eastern-Village.com](mailto:Assembly@Eastern-Village.com)

# APPLICATION FOR EXTERIOR ADDITION, IMPROVEMENT OR CHANGE

## **Declaration Section V**

As required by the declaration all members of the Assembly must receive prior approval from the Declarant or the Architectural Review Committee **before making any exterior improvements to their property.**

## **Application Fees and Examples of Each Category**

**Additions:** Application Review Fee is \$50. Examples: Garage, screen porch, front porch, shed, bulkhead, addition to home, etc.

**Improvements:** Application Review Fee is \$25. Examples: Fence, patio, landscaping, driveway, yard, etc. (Except for minor landscaping; Fee for minor landscaping addition is \$0.)

**Changes:** Application Review Fee is \$0. Examples: Changing the color of your home, front door, fence etc.

## **Required Documentation**

Detailed plans and specifications need to be presented for any structures, additions or improvements **to scale**. **Architectural drawings need to be ¼ scale.**

Site plan showing location of any improvements with detailed drawing that shows height, type, material, color etc. For landscaping changed, site plan is required showing location and size of plant or tree.

## **Review Process**

Submit completed application, application fee and all required documentation to the Assembly by mail or to the address on the application form. You will receive a confirmation email or phone call once your application has been received. Your request will be reviewed within 7 business days and you will receive a response by your preferred contact method and a written response either by mail or email.

You will be notified if there is going to be a delay in processing for any reason.

## **Security Deposit Requirement**

There may be a security deposit required for any work to take place where there is potential for damage to common elements. This will be determined during the review process. Security deposit will be paid to and held by the Assembly until all work is complete and a final inspection is done.