

**Village at Summerset  
Architectural Review Committee (ARC) Application  
Instructions**

The Village at Summerset is considered one of the most desirable neighborhoods in Wilmington, in part because of the community design and established landscaping. In order to maintain consistent standards in the community, Owners are required to complete an application and submit detailed plans for modifications of the exterior of the house and modifications to the interior of screened porches, patios and similar portions of a yard visible from other homes.

Additional information on the process can be found in [Section 13.4 Submission of Plans and Specifications of the Village's Declaration](#) on the HOA website:

(a) No activities within the scope of Section 13.1 shall commence on any Lot until an application for approval of the proposed work has been submitted to and approved by the ARC. Such application shall be in the form required by the ARC and shall include plans and specifications ("Plans") showing layout, size, structural design, exterior elevations, exterior materials and colors, signs, landscaping, drainage, lighting, irrigation, utility facilities layout and screening therefore and other features of proposed construction, as applicable. The Plans shall also include all applicable permits and approvals and any other information requested by the ARC.

**Application and Approval Process**

Work cannot commence until the Board has approved proposed changes. Owners complete an application detailing proposed plans and specifications showing layout, size, structural design, exterior elevations, exterior materials and colors, landscaping, drainage, lighting, irrigation, utility facilities layout and screening and other features of proposed changes, as applicable. Plans should also include applicable permits. The application and associated materials should be sent via email to Thomas Bisette, Blue Atlantic Management [thomas@bamgt.com](mailto:thomas@bamgt.com). They will be reviewed for completeness and if no additional information is needed, the application will be sent to the Board for review and action.

The Board serves as the Architectural Review Committee and within 30 days, the Board shall advise the Owner in writing of questions, comments, approval or denial. Owners are encouraged to reach out to the Board or to Thomas Bisette prior to submitting an application if the proposed plans are complex or unique.

**Application Requirements**

Historically, applications generally fall into five categories and the list below details the type of documentation that should accompany the application. Please include photos if they would help describe the project. The Board/ARC will work closely with the Owner to ensure prompt and thorough response on the application and can provide support and input, as needed, on proposed plans. Owners are responsible for all expenses associated with an ARC application.

The following are the most typical requests.

**Landscaping:** Name and size of plants to be removed/planted, complete drawing/sketch of plan.

**Outdoor lighting (e.g., up lighting and sensor flood lights):** Specific type of lights and wattage (e.g., LED), estimated time of operation, sketch of location and placement. Exterior lights must not produce light pollution or shine directly into neighboring homes.

**Privacy fences:** Photograph of current area, sketch of new fence or modifications including dimensions and precise location, type of fence, dimensions, stain and exterior shrubs or plantings.

**Enclosing back porch with screen or glass:** Detailed descriptions and sketch including door.

**Change paint color on shutters/front door:** Color changes should be in keeping with the colors currently in the community. Include paint chip and color name.

**All other requests (e.g., generators, storm/screen doors):** Include description, model and sketch/drawing and other details as needed.

**Village at Somerset  
Architectural Review Committee Application**

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Project Description (check all that apply):

|   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> Landscaping      | <input type="checkbox"/> Privacy Fence | <input type="checkbox"/> Paint |
| <input type="checkbox"/> Outdoor Lighting | <input type="checkbox"/> Porch         | <input type="checkbox"/> Other |

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*(Please attach required information as described in the instructions for this application)*

Owner must (at Owner's expense):

- Submit this application and other required information to Blue Atlantic Management [thomas@bamgt.com](mailto:thomas@bamgt.com)
- Ensure that underground utility lines are clearly marked before the project begins. (Owner is responsible for any damage to these lines.)
- Ensure that the irrigation system reaches all areas affected by the project.
- Ensure contractors are insured.
- Obtain any required permits.

Owner (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

**HOA Review**

Blue Atlantic Management Received \_\_\_\_\_ Date: \_\_\_\_\_

BOD Received: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Review: \_\_\_\_\_ Date: \_\_\_\_\_

BOD Approval/Denial: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

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