Design Review Board (DRB) Application Submissions

To enable development that preserves and protects Cumberland Harbour, making its beauty available to future generations, property owners are bound by the Cumberland Harbour covenants and restrictions. The restrictions state, "All proposed improvements and landscaping, including alterations or additions, on any homesite must be reviewed and approved by the Design Review Board."

Homeowners are responsible for Compliance with **ALL requirements outlined in the Design Standards** *during design, construction, and post-construction*.

Approval Process

- All applications for Post Construction Projects must be submitted with all information and documents, including any applicable review fees. Incomplete forms are not accepted.
- All projects should be submitted by the 20th of the month prior to the DRB administrative meeting.
- The DRB administrator will notify the owner if the project will require a meeting or be reviewed online.
- Projects are not approved until a written notification of approval is received by the owner via email.
- Submission of an application does not guarantee approval. If the improvement is denied, the Owner may be required to remove or modify the improvement at their own expense to achieve compliance.
- Failure to comply with the DRB approval process may result in further enforcement action, including fines or other remedies available to the Association under its governing documents.

Notifications

- The DRB administrator will notify the owner via email within 5 business days of receiving the application. The email will instruct the owner of the following:
    - If the application will be reviewed online or at the monthly DRB meeting, and
    - If more information is needed for the DRB to review the project
- The DRB administrator will notify the owner via email within **30 days** of submittal of the project's approval or denial.

For more information or questions, please email drbcumberlandharbour@gmail.com

LP

Design Review Board

Application for Landscape Projects

Estimated Start Date: _____ **DRB Review Date:** _____

Property Owner: Name, Address, Phone	**Contractor:** Name, Address, Phone
( )	( )
Email:	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.
- 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 Thursday 7am to 7pm, and Friday from 7am to 5pm only.

ITEMS TO BE INCLUDED WITH SUBMITTAL FOR REVIEW

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

DESCRIPTION OF LANDSCAPE PLAN

_____

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I hereby certify that I have reviewed the CC&Rs and Design Standards and will install the above landscaping 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 for providing the DRB with a digital copy of any City of St. Marys Permits. I understand that I am responsible for the DRB Submission Fee payable to the Cumberland Harbour POA before the start of the project. I understand that the application is not approved until written authorization is provided.

OWNER SIGNATURE:_____ DATE:_____

CONTRACTOR SIGNATURE:_____ DATE:_____