



**CRANBERRY BAY HOMEOWNERS ASSOCIATION, INC.**  
*Rules and Regulations*

PO Box 1565, Buckeye Lake, Ohio 43008  
[www.cranberrybayhoa.com](http://www.cranberrybayhoa.com)

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**Division: Architectural Committee (AC)**

**Subject: Application**

**Applicability: Lot Owners of Cranberry and Maple Bay**

**PURPOSE:** The Architectural Committee will assist homeowners when making improvements to existing structures/new builds. The Architectural Committee will review and approve in writing any improvements to existing structures or new builds in accordance with State and local zoning requirements, Cranberry Bay Homeowners Protective Covenant, and rules and regulations set forth by the Board of Trustees. If you plan to make exterior changes to any property located in one of Cranberry Bay Homeowner's Association boundaries your plans must be reviewed and approved by the Cranberry Bay Homeowner's Association (CBHA) Architectural Committee. You are welcome to appear before the Committee in support of your application.

**APPLICATION**

*Print or type*

Briefly describe your project: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Most Accessible Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of person submitting request: \_\_\_\_\_

Date request being submitted: \_\_\_\_\_

***Please attach the following information as applicable for the project:***

1. A detailed description of the specifications for the building or proposed project.
2. Full and complete copies of the plans of the proposed work, drawn to scale.
3. A description of the materials that will be used for the roof and exterior finishes.
4. Plot-pin survey with building on site. This should show set back lines that are in the covenants; as well as existing building(s); and encroachment.
5. Grade and utility plan that show sanitary and water lines and storm drainage plan.
6. A copy of the appropriate Village of Buckeye Lake/Licking Twp. Permit/Variance Application.

***By signing below you affirm that the specifications and plans as submitted are true and complete.***

Signature of applicant: \_\_\_\_\_

Return to: Cranberry Bay Homeowner's Association, PO Box 1565, Buckeye Lake, OH 43008

**Notification of Board Action will be mailed to owner unless otherwise requested.**  
**\* Before a Certificate of Occupancy is issued all refuse must be cleared from the site.**