

**Cape St. Claire  
Improvement Association, Inc.**  
1223 River Bay Road  
Annapolis, MD 21409  
office 410-757-1223 • fax 410-757-1697  
office@cscia.org • www.cscia.org

## Building Committee Submittal Form

Name(s) of Applicant(s): \_\_\_\_\_

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

Phone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Type of construction for which permit is requested:

House — Style of House: \_\_\_\_\_

Deck  Addition  Fence  Shed  Garage  Other \_\_\_\_\_

\* **Address where construction is to be located:** \_\_\_\_\_

\* **Lot/Block designation of above:** \_\_\_\_\_

Name of Builder/Contractor: \_\_\_\_\_

Builder/Contractor Address: \_\_\_\_\_

Builder/Contractor Phone: Office \_\_\_\_\_ Cell \_\_\_\_\_

### DOCUMENTS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION

- Plat survey showing property boundaries, dimensions, and setbacks of all existing and proposed construction.
- One set of plans and/or blue prints to be kept in the CSCIA files. Drawings must be to approximate scale.

### NOTICE

1. Please be advised of all covenants and building restrictions governing construction in Cape St. Claire and, in particular, as they pertain to your proposed construction. The enforcement of these covenants and restrictions is the responsibility of the CSCIA and its Building Committee. It is your responsibility, as a property owner/building contractor, to comply in full with these covenants and restrictions. Handbooks containing this information are readily available at the CSCIA office.
2. A permit shall be granted only if:
  - a. All information on this form is completed in its entirety,
  - b. The form is signed by all parties involved, and
  - c. The type of permit you seek is in compliance with the CSCIA covenants and restrictions governing all construction in Cape St. Claire.
3. I/we agree to inform the CSCIA and its Building Committee of any intent to alter or change the construction or setbacks as originally submitted and to resubmit the new plans to the Committee for its approval.
4. I/we agree that all construction and grading will be completed within six (6) months from the date of the start of construction and nine (9) months from the date the Building Committee Permit is issued.
5. I/we agree that the premises may be inspected during construction to ensure compliance with the covenants and restrictions.
6. I/we understand that it is my/our responsibility to secure all necessary county permits.

Signature(s) of property owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_