

**TOWNES AT ENVIRON HOMEOWNERS ASSOCIATION**

C/O Chambers Management, Inc.

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**ARCHITECTURAL CHANGE REQUEST FORM**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Lot/Block #: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Type of Alteration/Change (Please complete section):

(a) Complete this section if you are adding a deck:

Dimensions: Across back of house \_\_\_\_\_ length out from house \_\_\_\_\_

Ground Level \_\_\_ Second Floor Level \_\_\_

Railing Height (from surface of deck) \_\_\_\_\_

Railing type (check one):

2" x 2" Picket \_\_\_\_\_

Board on Board \_\_\_\_\_

Lattice \_\_\_\_\_

Other \_\_\_\_\_ Describe \_\_\_\_\_

Type of materials (check one):

Pressure treated pine \_\_\_ (stained/painted/other)

Other \_\_\_ Describe \_\_\_\_\_

\*Please use the space on the back to describe any additional attachments, such as trellis, lighting, benches, flower boxes to the deck/home.

(b) Complete this section if you are adding a fence:

Total dimensions to be fenced in \_\_\_\_\_

Fence type (also attach picture): \_\_\_\_\_

Type of gate (if any) \_\_\_\_\_

Type of materials (check one):

Pressure treated pine \_\_\_\_\_ (stained/painted/other)

Other \_\_\_\_\_ Describe \_\_\_\_\_

**NOTE:** Fences should be on property lines and encompass the entire rear yard. The location of side yard fencing will be reviewed on a case by case basis.

(c) Complete this section for any other construction or modification:

Type of construction/modification \_\_\_\_\_

Dimensions \_\_\_\_\_

Type of materials (check one):

Pressure treated pine \_\_\_\_\_ ( stained / painted / other )

Other \_\_\_\_\_ Describe \_\_\_\_\_

**PLEASE BE SURE THAT YOU HAVE INCLUDED:**

1. Attach a copy of your Final House Location Plat - you should have received this when you settled on your home - showing the dimensions of your property and exactly where the additional structure will be. All markings for fences, decks or house additions must be done in a color other than dark blue or black. The requested change should be shown to scale and easy to distinguish.
2. Attach detailed sketches or design plans, including a location survey, elevations, etc. Drawings in the case of a deck should also include railings, footers, screening materials, stain, etc.
3. Attach a picture of the amenity. For instance if you are installing a storm door or a fence, supply a picture of the style you will be installing.
4. Submission of this request does not give authorization to commence work. Written approval must be obtained prior to commencing alterations.
5. Approval of any alteration shall not be construed as approval of the structural integrity of the alteration or addition nor does it relieve the applicant from acquiring the requisite permits and/or approvals from state, county and local agencies.

**USE THIS SPACE FOR ANY ADDITIONAL DESCRIPTIONS.**

THIS PORTION FOR COMMITTEE USE

PROPERTY ADDRESS: \_\_\_\_\_

Date received: \_\_\_\_\_ By: \_\_\_\_\_

Date Send to Committee: \_\_\_\_\_

Date Approved/Disapproved : \_\_\_\_\_ Townes at Environ HOA

Architectural and Environmental Control Committee Action Taken:

Your request for installation/construction of: \_\_\_\_\_ has been:

- 1. APPROVED      2. APPROVED W/CONTINGENCY      3. DISAPPROVED
- (circle one)

Comments:

\_\_\_\_\_ This construction must begin within six months and be completed within two months of the date of commencement.

\_\_\_\_\_ Any damage to nearby common or private areas must be corrected within fifteen days.

\_\_\_\_\_ Any variations from the approved plans must be resubmitted.

\_\_\_\_\_ The homeowner is responsible for obtaining any applicable Montgomery County building permits.

\_\_\_\_\_ All changes must be made entirely within the homeowners property lines.

\_\_\_\_\_ The homeowner is responsible for proper upkeep of the addition/change.

\_\_\_\_\_ Please contact "Miss Utility" at 800-257-7777 prior to any digging.

\_\_\_\_\_ Special conditions/contingencies: \_\_\_\_\_

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