

Strathmore at Bel Pre Homeowners' Association, Inc.

Architectural Guidelines

ARCHITECTURAL CHANGE APPLICATION

The applicant should fill out this application (please type or print carefully) and carefully read the Paragraphs on required exhibits, then sign where indicated. Mail or deliver these three pages to:

Architectural Committee
Strathmore at Bel Pre Homeowners' Association, Inc.

Chambers Management, Inc.

12051-B Tech Road

Silver Spring, MD 20904

301-680-0700 Office

301-625-0438 Fax

admin@chambersmanagementinc.com

Name:		
Lot Number:		
Address of the Proposed Change:		
Mailing Address, (if different):		
Telephone:	Home:	Work:
Estimated Start (after approval):		
Estimated Completion:		
General Description of the Proposed Change:	Provide a brief description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change. Attach a separate sheet, if necessary.	
(Please type or print carefully)		

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REQUIRED EXHIBITS AND SUPPORTING DOCUMENTS

General: The supporting exhibits or documentation listed below must accompany this application. An application submitted without all required materials will be considered incomplete. In such case, the COMMITTEE's review period will not commence until all required materials have been provided. In general, an applicant should provide all documents and exhibits required by the County for a construction permit.

Paint or Stain Colors: A sample, make and model number of the materials you plan to use must be provided for new finishes and for repainting or re-staining existing surfaces on the house or appurtenant structures.

Finish Materials: A sample, make and model number of the finish materials to be used for the exterior surface of proposed improvements must be provided.

Site Plan: A site plan, drawn to scale, showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, fences and major landscape changes which require approval.

Architectural and Landscape Drawings: Detailed architectural drawings must be provided for decks and major landscape plans.

Photographs: The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the property.

Other Exhibits: Other exhibits may be required in order to permit adequate evaluation of the proposed change, such as manufacturer's data, photographs of similar installations (include address) and contractor's information. Homeowners are advised to seek guidance from the COMMITTEE prior to submission of an application.

VIII. NOTES

Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans are exempt from any of the provisions of the Building and Zoning Codes of Montgomery County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

Where required, appropriate building permits shall be obtained from Montgomery County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Owner understands and agrees that no work related to this request will commence until written approval has been obtained from the COMMITTEE.

Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained are not permitted and that the Owner may be required to restore the property to its former condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

Owner agrees to give the COMMITTEE and/or Managing Agent express permission to enter the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the complete project.

Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approval plan and specifications for said alterations.

Owner acknowledges that he is familiar with the Architectural Guidelines requirements and procedures for SBPHOA.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the COMMITTEE.

Owner's Signature: _____

Date: _____

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Note that by signing below, you indicate that the homeowner has shown you his plans as presented to the COMMITTEE and that you have no objection to the change as submitted. You may attach additional comments, if you so desire.

Neighbor's Signature: _____ Date: _____

Address: _____ Tele: _____

Neighbor's Signature: _____ Date: _____

Address: _____ Tele: _____

Neighbor's Signature: _____ Date: _____

Address: _____ Tele: _____

Neighbor's Signature: _____ Date: _____

Address: _____ Tele: _____

IX. FOR COMMITTEE USE ONLY

Date Received: _____

Action Taken: (check one)	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:	
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Comments: