

## Architectural Improvement Application and Review

Unit Owner	Date Submitted
Unit Owner Signature	Telephone
Unit Address	
Nature of Requested Improvement	
<p><i>Review the attached checklist and supply all requested information. This will help ensure speedy review and approval. Applications not meeting these instructions and the procedures set forth in the Architectural Guidelines may be returned without processing.</i></p>	

Acknowledgement of Abutting Property Owners	
<p>In order for this application to be considered complete, please submit signatures of at <u>least two</u> different abutting neighbors (property owners). Applications for fences require signatures from <u>all</u> abutting neighbors.</p> <p>The signatures of the abutting neighbors below indicate that they have reviewed the plans and acknowledge an awareness of the intent of the owner to make the above improvements. This does not constitute nor indicate an approval or disapproval. Any significant comments or concerns regarding this request should be addressed separately to the Board and/or Property manager in <i>writing</i>.</p>	
_____ Signature	_____ Signature
_____ Address	_____ Address
_____ Signature	_____ Signature
_____ Address	_____ Address

For Committee and Board Use			
Date Received in Office	Date Submitted to Board	Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>	Decision Date
Reason for Disapproval			
Inspected By			Date
Authorized Board Member Signature			

# VALLEY STREAM HOMEOWNERS' ASSOCIATION

## Architectural Improvement Application and Review Checklist

Please review this information and submit all applicable documents with this request.

1. Read the Architectural Guidelines, paying particular attention to the section relevant to your proposed changes.
2. Submit two copies of all required applications, drawings, plats, pictures, etc.
3. Drawings should be to scale; providing all dimensions, including height, roof slope, side (plan and elevation views) on new construction; where applicable.
4. Certified plats will be required for new construction, including additions to present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are not required for paint changes, storm windows, or other such modifications.
5. Provide a list of all materials to be used in the proposed construction.
6. Present colors and any proposed colors must be indicated. Applications for colors which are not the original color must be accompanied by actual color samples, not photographs.
7. Photographs, if available, of existing conditions are helpful to the Architectural Review Committee for determining approval of exterior modifications.
8. Signatures and addresses of a minimum of two abutting property owners are necessary. Applications for fences must include signatures of *all* abutting property owners. Applications will not be processed without such signatures. The neighbors may comment on the request by contacting the Architectural Review Committee of the Property Manager in writing.
9. Nothing contained herein shall be construed to represent that alterations to land or building in accordance with these plans, shall violate any of the restrictive covenants nor any of the provisions of building and zoning codes to which the property proposed to be modified is subject. Further, nothing contained herein shall be construed as a waiver of modification of any said restriction.
10. The applicant is responsible for ensuring that all local permits and filing of plans with the building inspector at his office will be accomplished *before* construction begins.
11. The applicant understands and agrees that no work on this request shall commence until written approval of the Board of Directors has been received.
12. If the Board does not respond to this request within sixty (60) days from the date it is received by the Committee, the request is automatically approved.
13. Please return the completed application and all required documents to:

Valley Stream Homeowners Association, Inc.  
c/o M:

Chambers Management, Inc.  
12051-B Tech Road  
Silver Spring, MD 20904

Thank you for your cooperation.