

THE GLEN 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 : _____ The Glen 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: _____
