

CROFTON VALLEY HOMEOWNERS ASSOCIATION

c/o Chambers Management, Inc.
12051-B Tech Road
Silver Spring, MD 20904
(301) 680-0700

ARCHITECTURAL CHANGE REQUEST FORM

Applicant's Name: _____ Date: _____
Address/Lot#: _____ Home Phone: _____
Anticipated start date: _____ Anticipated completion: _____

Type of Alteration/Change (Please check one):

- Second Story Deck _____ Complete Section (a) below.
- Ground Level Deck _____ Complete Section (a) below.
- Patio _____ Complete Section (c) below.
- Fence _____ Complete Section (b) below.
- Satellite Dish _____ Complete Section (c) below.
- Other _____ Complete Section (d) below.

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

Dimensions: Across back of house _____ length out from house _____

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)
- "Trex-like" material _____ color _____
- 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 Height: _____

Fence type (check one):

- Board on Board _____
- Vinyl _____ Color _____
- Other _____ Describe _____

Type and number of gates (if any) _____

Type of materials (check one):

- Pressure treated pine _____ (stained/painted/other)
- Other _____ Describe _____

Fence connects to a neighbors fence/ fence is freestanding? (circle one) If it connects, include letter of permission from neighbor. If fence does not connect to neighbors and they have a fence, what size gap will be between fences? _____

What side of Fence faces out? _____

Approx distance from front corners of house where fence connects to house _____

(c) Complete this section to indicate where you intend to mount a satellite dish. (Include drawing) _____

Diameter of Dish _____

(d) 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) **A copy of your lot plot** - you should have received this when you settled on your home - showing the dimensions of your property and exactly where the architectural change will be. If installing a fence, draw in a different color the placement of fence. Pay particular attention to where fence connects to house and/or neighbors fence.
- 2) Detailed sketches, design plans and/or pictures of materials with colors indicated.

USE THIS SPACE FOR ANY ADDITIONAL DESCRIPTIONS/DRAWINGS: Be as detailed as possible.

THIS PORTION FOR COMMITTEE USE

Date received: _____ By: _____

Architectural Control Committee Action Taken:

Your request for approval of _____
Is APPROVED DISAPPROVED PENDING FURTHER INFO (circle one)

Comments:

_____ This construction must begin within _____ months and be completed within _____ months of the date of commencement.

_____ Any damage to nearby common or private areas must be corrected within fifteen days of completion of project.

_____ Any variations from the approved plans must be resubmitted.

_____ The homeowner is responsible for obtaining any applicable Anne Arundel County building permits.

_____ All changes must be made entirely within the homeowners property lines and in compliance with applicable setbacks.

_____ 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: _____

_____ Additional Info required; _____

Disapproved requests may be appealed. Submit your letter of appeal to the Architectural Change Committee via Chambers Management within 30 days. This letter should contain any additional information the Committee and Executive Board should consider in reviewing your appeal.