

WHITTIER COMMUNITY ASSOCIATION APPLICATION FOR ARCHITECTURAL CHANGE

This information is for Internal Use Only and WILL NOT be disseminated or published without the prior approval of the homeowner

Applicant Name(s): _____

Phone: (HOME) _____ (WORK) _____

Property Address: _____

_____ Lot# _____

1. DIRECTIONS: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location of item on your property on a copy of the **plot plan or survey**. Include color sample(s), measurements, materials, and any other pertinent information.

NOTICE: IN ORDER TO PROCESS YOUR APPLICATION YOU NEED TO PROVIDE THE ORIGINAL PLUS (ONE) 1 COPY OF YOUR PAPERWORK (INCLUDING ATTACHMENTS).

A SEPARATE FORM MUST BE USED FOR EACH PROPOSED CHANGE.

2. **OWNER'S ACKNOWLEDGMENTS:**

- a. I understand...that nothing herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions or building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
- b. ...that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
- c. ...that any construction or exterior alteration undertaken by me or in my behalf before a approval of this application is not allowed: that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved; and, that I may be required to pay all legal expenses incurred **AND** that any approval is contingent upon construction or alterations being completed in a proper manner.
- d. ...that a copy of this application will be returned to me after review by the Management Company.
- e. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.

- f. ...that the alteration authority granted by this application is valid for a period of one calendar year. If I cannot complete the project within that time frame, I will resubmit my project.
- g. ...that all proposed improvements must meet all applicable city and county codes and that it is my responsibility to acquire all applicable permits and license(s). My signature indicates that these standards are met to the best of my knowledge.
- h. ..that any variation from the original application must be resubmitted for approval.

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

CO-OWNER/APPLICANT SIGNATURE: _____ DATE: _____

NOTICE: IN ORDER TO PROCESS YOUR APPLICATION YOU NEED TO PROVIDE THE ORIGINAL PLUS (ONE) 1 COPY OF YOUR PAPERWORK (INCLUDING ATTACHMENTS).

ATTACHMENTS: (1) Sketch, photo, catalog illustration, material and/or color sample(s), etc.
(2) Site plan or house location survey marked with change being requested.

FOR COMMITTEE USE ONLY:	DATE RECEIVED: _____
APPROVED (Signature): _____	DATE: _____
DISAPPROVED (Signature): _____	DATE: _____
COMMENTS (Restrictions, additional requirements, reasons for disapproval): _____	

Mail To: Whittier Community Association c/o Vanguard Management Associates, Inc. P. O. Box 39 Germantown, Maryland 20875-0039

***** NO OTHER FORM WILL BE ACCEPTED *****