

**COLONIAL PARK HOMEOWNERS ASSOCIATION, INC.
EXTERIOR ALTERATION APPLICATION**

SUBMIT TO:

Colonial Park Homeowners Association, Inc.
PO BOX 837
Severn, MD 21144-0837

DATE: _____

NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

TELEPHONE HOME: _____ **WORK:** _____

EMAIL ADDRESS (for notification of ACC receipt of application): _____

MAILING ADDRESS (if different from #2) _____

DESCRIPTION OF PROPOSED CHANGE-Provide a description of the proposed alteration, including the purpose or reason for the change, and the type, style and color of materials to be used. Describe the location on the lot, and provide any pertinent information such as sketches, drawings, photographs or product literature that may be required to evaluate the proposed change. If more space is needed, please attach a separate sheet.

REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION –The supporting exhibits and supporting documentation listed below **must** accompany this exterior alteration application, as applicable for the proposed change. An application submitted without all submissions will be considered incomplete and will not be considered for approval until it is made complete by the homeowner.

1. **PROPERTY SITE PLAN/PLAT**- An Anne Arundel County site plan/plat of the property which shows property lines and house location.
2. **ARCHITECTURAL DRAWINGS AND PLANS**-Detailed architectural drawings and plans must be provided for proposed structures. A detailed drawing that shows the location and dimension of the proposed improvement, including orientation with respect to the property line, dwelling and adjacent dwellings must be provided for all applications. All architectural drawings/plans must be to scale.
3. **PAINT OR STAIN COLORS**-A sample color(s) to be used must be provided for all painting and staining.
4. **FINISH MATERIAL**- A description and/or sample of all finish material to be used for the exterior surface of the proposed improvements must be provided.
5. **PHOTOGRAPHS**-The inclusion of photographs is appropriate to clarify type, model, and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
6. **OTHER EXHIBITS**-Other exhibits may be required to order to permit adequate evaluation of the proposed change.

ESTIMATED START AND COMPLETION DATE OF CONSTRUCTION

Start Date: _____

Completion Date: _____

Acknowledgement of Adjacent Property Owners

Adjacent property owner signatures are **required** if, the alteration has not already been completed and the application is not an After-The-Fact application.

Adjacent property owners **must** sign any application in order to avoid delays in the processing of your application. This acknowledgement indicates an awareness of the intent **only** and does not constitute nor indicate approval or disapproval.

Neighboring Owner(s): _____
Address: _____
Signature(s) _____

Neighboring Owner(s): _____
Address: _____
Signature(s) _____

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Address: _____
Signature(s) _____

Neighboring Owner(s): _____
Address: _____
Signature(s) _____

After-The-Fact Application Fee

Any application received on or after March 1, 2008 for an alteration that has already been completed prior to receiving HOA approval will be considered an After-The-Fact application and will be subject to a mandatory \$50.00 application fee. After-The-Fact applications will not be considered for approval by the ACC until after the application fee has been paid. The homeowner will be considered to be in violation of the HOA Declaration of Covenants until the fee is paid and the alterations listed in the application are approved.

After-The-Fact Application? Yes: ____ No: ____
After-The-Fact Application Fee Check #: _____

Nothing contained herein shall be construed to represent that alteration to lots or buildings in accordance with these plans shall not violate any of the provisions of the local building and Zoning Codes 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, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

Owner further understands and agrees that no work on this request will commence until written approval has been obtained from the ACC. Additions or exterior changes made before approval are considered to be in violation of the Declaration of Covenants, Conditions and Restrictions.

Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at Owner's 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 the Owner.

Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations. The alterations may be inspected by the ACC after completion to ensure that the alterations were made in accordance with the approved plan and specifications. Alterations that are not made in accordance with the approved plan and specifications will be considered in violation.

Owner understands that the ACC has a maximum of 60 days from the postmark date of a complete application (including all other materials and information required by the ACC) to review and respond with an approval or disapproval. If an application is not complete then the 60 days begins on the date when the homeowner provides the ACC with the remaining materials and information.

Owner acknowledges that he/she is familiar with the Covenants, Conditions and Restrictions requirements and procedures for Colonial Park Homeowners Association.

I have read and understand the above application and notes in their entirety and do hereby submit this application for review by the ACC of Colonial Park Homeowners Association.

OWNER'S SIGNATURE

DATE

Please note that materials submitted are for ACC files and cannot be returned.

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ARCHITECTURAL CONTROL COMMITTEE RESPONSE

Date application received: _____

_____ **Request approved as submitted.**

_____ **Request approved subject to:** _____

_____ **Response suspended pending submission of:** _____

_____ **Request denied for the following reason(s):** _____

AUTHORIZING SIGNATURE

DATE