

**CHESAPEAKE BEACH HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL COMMITTEE**

ARCHITECTURAL CHANGE REQUEST APPLICATION

*A separate request form must be completed for each job done. Please do not combine requests.
For example, if you are installing siding and replacing a door, you will need to complete two
request forms.*

*It is strongly recommended that applicants review CSHOA Policy Resolution 3 before
contemplating exterior changes to their property and submitting this application.*

**WORK IS NOT TO BEGIN UNTIL THE ARCHITECTURAL COMMITTEE HAS REVIEWED
AND MADE A DECISION ON YOUR REQUEST. THEREFORE, PLEASE SUBMIT YOUR
REQUEST AT LEAST 14 DAYS PRIOR TO ORDERING MATERIALS/BEGINNING
WORK/SIGNING A WORK CONTRACT.**

1. Applicant Information

Applicant's Name:		Date:
Property House Number and Street:		
Owner Mailing Address (if different):		
Home Phone Number:	Cell Phone Number:	
Email Address:		

2. Brief Description of Alteration/Change:

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3. Work Schedule

Estimated Start Date:	Estimated Completion Date:

4. Detailed Description of Alteration/Change:

A. Provide a thorough description below of addition/physical alteration/update (e.g., deck, room addition, siding, gutters, sidewalks, fence, play equipment, patio, etc.).

B. Any change in grade or other conditions which may affect drainage must be indicated

C. Attach blue prints or sketches to indicate dimensions and design. If landscaping is involved, provide a detailed drawing of the proposed work.

D. Include a description and samples of types of materials to be used unless on approved list;

E. Include paint/stain/vinyl siding samples unless on approved list.

A location survey/site plan to show location on property with respect to house, boundary lines, neighboring homes and street may be requested by the committee.

Only complete applicable areas of this chart.

ITEM TO BE ALTERED	CURRENT COLOR	Proposed changes apply to what part of your home?	PROPOSED COLOR
House doors			
Deck/patio screen doors			
Existing shed			
Garage door			
Siding			
Windows			
Window trim			
Other trim			
Gutters/downspouts			
Roof			
Deck			
Other			

5. Impact on Neighbors

You are requested to obtain the signatures and initials of the two (2) property owners who will be most affected by the proposed change. Signatures by your neighbors do not constitute approval or disapproval on their part. The Architectural Committee may require additional neighbor signatures.

Neighbor's Name & Address:		
Neighbor's Signature*:		Date:
I/We have a Privacy issue with the proposed change. Yes: _____ No: _____		Initials:
I/We have a Bay view issue with the proposed change. Yes: _____ No: _____		Initials:
Neighbor's Name & Address:		
Neighbor's Signature*:		Date:
I/We have a Privacy issue with the proposed change. Yes: _____ No: _____		Initials:
I/We have a Bay view issue with the proposed change. Yes: _____ No: _____		Initials:

* Neighbors with concerns may contact the Architectural Committee

6. What other information do you want the Architectural Committee to consider in reviewing your request?

7. Double check to make sure you have provided all needed information. Sign and date application below, then submit two (2) copies of this request to a member of the Architectural Committee. Make sure to keep a copy for yourself, too.

Applicant's Signature:	Date:
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Committee Use Only:

Date Application Received:	Received By:
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Architectural Control Committee Action Taken:

Your request for approval

of _____

has been: **Approved** _____ **Disapproved** _____

Comments:

	This construction must commence within six (6) months and be completed within one (1) year from the date of this approval.
	Any damage to nearby common or private areas must be corrected at applicant's expense within fifteen (15) days of completion of this construction.
	The homeowner is responsible for obtaining any applicable Calvert County Building permits.
	Please contact "Miss Utility" at 800-257-7777 prior to any digging.
	The impact of adverse changes in drainage on other owner's properties and common areas due to this construction are the applicant's responsibility.
	All side and rear yard lot lines must be strictly adhered to.

Additional comments: _____

Chairperson Signature:	Date:
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