

# NORBECK HILLS HOMEOWNERS ASSOCIATION

## APPLICATION FOR ARCHITECTURAL CHANGE

Return to: The Management Group Associates  
20440 Century Boulevard, Suite 100  
Germantown, MD 20874-7115

From: \_\_\_\_\_ Phone: home \_\_\_\_\_ work \_\_\_\_\_

Address: \_\_\_\_\_

### Purpose of Application (Description) (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attached required details (sketches, drawings, clippings, pictures, catalog illustrations) and other data. Show location of item on your property through annotation of a copy of the survey of your property.

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### Signatures

Acknowledgement of at least (4) property owners, who are most affected because they are adjacent and/or have a view of your change, is needed. Signatures of all immediate neighbors is required. **Should your Architectural Change Request be revised and/or resubmitted at a later date, each neighbor who signed the original application must also sign the revised application.** Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

### Owner's Acknowledgements:

1. I understand. . . that nothing herein contained 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.

2. . . . that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
3. . . . that any construction or exterior alteration, undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be requested to return the property to its former condition at my own expense if this application is disapproved in whole or in part; and that I may be required to pay all legal expenses incurred.
4. . . . that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. . . . that members of the Architectural Control Committee are permitted to make a routine inspection.
6. . . . that a copy of this application will be returned to me after review by the Architectural Control Committee.
7. . . . that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
8. . . . that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days or the approved date of this application and/or completed by the date specified by the panel.
9. . . . that all proposed improvements must meet County codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for a County building permit is my responsibility.
10. . . . that any variation from the original application must be resubmitted for approval.

**Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Co-Owner/Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Attachments: (1) Sketch, photo, catalog illustrations, etc.  
 (2) Survey marked with change being requested

**FOR COMMITTEE USE ONLY** **Date Received** \_\_\_\_\_

**Approved** \_\_\_\_\_ **Date** \_\_\_\_\_

**Disapproved** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_  
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