

# Application for Exterior Alteration (Architectural Request)

PLEASE PRINT LEGIBLY

Association:	
Subject Property:	
All Homeowner Name(s):	
Homeowner Primary Mailing Address:	
Primary Phone Number:	Secondary Phone Number:
Primary Email Address:	Secondary Email Address:
Describe proposed alteration, attach additional sheets if necessary:	
Contractor's Name, if applicable:	

**All Homeowners listed on the Deed must initial and sign this form where indicated.**

**\_\_\_\_ / \_\_\_\_** If applicable, you must submit items 1 through 5 for this application to be processed. If these items are applicable and not submitted, this application will be denied:

1. Total dimensions of proposed project, if applicable, include square footage;
2. Complete list and description of materials to be used, including manufacturer, color, and model;
3. If applicable, plat showing property boundaries with the area of the proposed alteration drawn on it;
4. If applicable, diagram, elevation, and/or illustration of the proposed project, (a working web-link may be used);
5. If a contractor is completing work, copy of contractor's work license **and** certificate of insurance.

**\_\_\_\_ / \_\_\_\_** The Homeowner(s) hereby agree that any and all liability caused by, or arising from, this modification shall be assumed by the Homeowner(s). Homeowner(s) agree to release the Association, Managing Agent, Builder, and Declarant of any and all liability.

**\_\_\_\_ / \_\_\_\_** Approval by the Association is for the outward appearance only and does not imply any engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association, the Architectural Review Committee, the Board of Directors, and/or their designee.

**\_\_\_\_ / \_\_\_\_** This application will be forwarded for review to the Board of Directors and/or the Architectural Review Committee. It is the Homeowner's responsibility to obtain any government issued permits that may be required for the proposed alteration. If the requested alteration requires any ground to be dug up, it is the Homeowner's responsibility to have any underground utilities identified to prevent damages from occurring.

**\_\_\_\_ / \_\_\_\_** Depending on the scope of your project, please allow at least 30 calendar days for the Board of Directors and/or the Architectural Review Committee to meet and review this application. **The community manager and management company do NOT make any decision or recommendation regarding this application.** Status updates and questions may be emailed to [Admin@InfoHOA.com](mailto:Admin@InfoHOA.com). Please allow two full business days for the manager to respond.

**Homeowner's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Homeowner's Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Ways to submit this form:** Email: [Admin@InfoHOA.com](mailto:Admin@InfoHOA.com)  
Fax: 866-724-5497  
Mail: Document Processing, PO Box 1056, Havre de Grace, MD 21078  
Portal: Go to [www.InfoHOA.com](http://www.InfoHOA.com)