

# WATERFORD PLACE HOMEOWNERS ASSOCIATION, INC.

## Application for Approval of Architectural or Environmental Change

All requests for approval of any construction or change in architectural and/or environmental appearance (color, design, etc.) regarding the exterior of any lot/property must be made in writing and **submitted for approval prior to any work performed. NOTE: Failure to submit an application and obtain approval prior to any changes made may result in returning the property to its prior condition at the homeowner's expense.**

Any work requiring a Montgomery County permit must include a copy of the permit. Provide detailed drawings, copy of the blueprints, or photos of the current item/area and the proposed change (including exterior color, design, etc.). In addition, include a copy of the estimate of the contractor's proposed statement of work to be performed, if applicable. Describe the requested change, including exact location, size, color, and materials to be used. The more information you provide, the sooner your application can be reviewed, and a decision rendered.

Please use a separate application form for each individual modification and provide drawings and images, if applicable, on a separate page.

**You will be notified in writing of the decision of the AERC or Board of Directors within sixty (60) days of receipt.**

By approving this request, neither the Board of Directors nor the AERC assumes any responsibility for the safety, construction, operation, maintenance, accident, injury, or claim that may arise from the change to the homeowner's property/lot.

- CHECK ITEM(S):  Deck     Driveway     Exterior Color     Fence     Garage Door     Gutters
- Landscape (Front)     Landscape (Rear)     Lighting (Front)     Lighting (Rear)
- Patio     Porch/Stoop/Steps     Roof/Roofing     Satellite Dish     Siding
- Sign/Signage     Storm Door (Front)     Storm/Screen Door (Rear)     Storm Windows
- Other (please explain) \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

