

# Application for Exterior Modification

Hadley Farms Community Association

c/o Abaris Realty, Inc.

7811 Montrose Road Suite 110

Potomac, MD 20854

(301) 468-8919

|   |  |                                    |  |
|---|--|------------------------------------|--|
| <b>Date:</b>  |  | <b>Telephone Number (Day):</b>     |  |
| <b>Property Owner Name(s):</b>  |  | <b>Telephone Number (Evening):</b> |  |
| <b>Address of Property to be Modified:</b>                                      |  |                                    |  |
| <b>Description of Proposed Change:<br/>(Continue on rear of form if needed)</b> |  |                                    |  |
| <b>Attached Documents:<br/>(Check All That Apply)</b>                           | <input type="checkbox"/> Plot plan with location of change clearly marked<br><input type="checkbox"/> Diagram, photo, or sketch drawn to scale<br><input type="checkbox"/> Color samples or paint chips<br><input type="checkbox"/> Architectural drawings |                                    |  |

## Neighbors' Acknowledgement

In accordance with the Architectural Control Guidelines, the applicant must obtain the signatures of all neighbors adjoining the property that will be affected by the modification. The affected neighbors must sign below and initial each page of the documentation.

**Examples** of modifications affecting neighbors (this list is not all inclusive): The addition of a fence requires the signatures of the neighbors who directly border the fence. Addition of a side window would require only the neighbor on the affected side. Shutter painting would require the neighbors on either side as well as the neighbor across the street.

**NOTE TO NEIGHBORS:** Your signature below acknowledges that you have been notified of the proposed change. **YOUR SIGNATURE IS NOT YOUR APPROVAL OF THE PROJECT.** If you have any concerns, please attend the next ACC meeting.

## AFFECTED NEIGHBORS MUST SIGN BELOW

| Name | Address | Phone | Signature |
|------|---------|-------|-----------|
|      |         |       |           |
|      |         |       |           |
|      |         |       |           |
|      |         |       |           |
|      |         |       |           |

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## Owner's Acknowledgement

I (We) Understand:

1. That no work on this request shall commence until written approval of the Architectural Control Committee has been received by me (us).
2. That any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if alterations are made, I (we) may be required to return the property to its original condition at my (our) own expense if this application is not approved; and, that I (we) may be required to pay any and all legal expenses incurred.
3. That all proposed improvements must meet County codes. My (our) signature indicates that these standards will be met to the best of my knowledge. I understand that application for a County building permit is my responsibility.
4. That any approval is contingent upon the construction or alterations being completed in a workmanlike manner.
5. That routine inspection may be performed by members of the ACC or the management company.
6. That the alteration authority granted by this application will be revoked automatically if the alterations requested have not been completed within one (1) year of the approved date of this application.
7. That any variation from the original application must be resubmitted for approval.

## ALL LEGAL OWNERS OF THE PROPERTY MUST SIGN BELOW

|                         |  |              |  |
|-------------------------|--|--------------|--|
| <b>Owner Signature:</b> |  | <b>Date:</b> |  |
| <b>Owner Signature:</b> |  | <b>Date:</b> |  |

## Next Steps

- The ACC meets on the fourth Tuesday of the month (except for December) at 6:30 p.m. at the Hadley Farms Community Center, 7420 Hadley Farms Drive.
- Two copies of the completed application should be mailed to the address listed on the top of the application. Any questions concerning this application should be directed to Alena Proctor at Abaris Realty, Inc., (301) 468-8919.
- Two copies of the completed application must be received by the management company by the Thursday prior to each meeting to be considered for the upcoming meeting. If the application is not received by this date, it will be considered at the following month's meeting. To expedite your request, you may attend the ACC meeting and hand deliver your application to the ACC.
- Following the ACC meeting, a letter will be sent to the homeowner indicating if the application has been approved or denied.
- Once approval is obtained, the homeowner must obtain all necessary building permits. The ACC routinely checks the status of Montgomery County building permits.

## ACC USE ONLY

|                       |   |                     |  |
|-----------------------|---|---------------------|--|
| <b>Date Received:</b> |   | <b>Received By:</b> |  |
| <b>Date Reviewed:</b> |   | <b>File Number:</b> |  |
| <b>Outcome:</b>       | <input type="checkbox"/> Approved<br><input type="checkbox"/> Approved with Conditions<br><input type="checkbox"/> Denied |                     |  |
| <b>Conditions:</b>    |   |                     |  |
| <b>Comments:</b>      |   |                     |  |