

COMMUNITY NAME _____ HOA
REQUEST FOR ARCHITECTURAL APPROVAL

HOMEOWNER NAME: _____

ADDRESS: _____

LOT #: _____ PHONE #s: Daytime: _____

EMAIL ADDRESS: _____

DATE SUBMITTED: _____

The Architectural Review Committee has 30 days to review your request.
Please wait for written approval before starting any projects.

TYPE OF MODIFICATION:

____ ADDITION ____ FENCE ____ EXTERIOR PAINTING ____ DECK/PATIO

____ OUTBUILDING ____ PORCH ____ OTHER: _____

____ LANDSCAPE MODIFICATION (DESCRIBE) _____

IMPORTANT: PLEASE ATTACH A DETAILED DESCRIPTION OF IMPROVEMENTS/MODIFICATIONS,
INCLUDING THE FOLLOWING INFORMATION, IF APPLICABLE, AS WELL AS A PLAT MAP SHOWING
LOCATION OF MODIFICATION:

- | | |
|---|---|
| 1. Location | 7. Plans/Drawings/Photo/Brochure |
| 2. Size | 8. Roof Design |
| 3. Color | 9. Exterior Finish |
| 4. Material | 10. Dimensions |
| 5. Contractor | 11. Utilities |
| 6. Copy of Property
Plat Map, with
Proposed changes/
Additions shown | 12. Types of plants, quantities, addition or
removal, existing or new plant bed, edge
treatment |

WHAT IS YOUR ESTIMATED START DATE?: _____

WHAT IS YOUR ESTIMATED COMPLETION DATE?: _____

**THE COMMITTEE RESERVES THE RIGHT TO REQUEST MORE INFORMATION TO
CLARIFY THE REQUEST. REQUESTS FOR MULTIPLE CHANGES SHOULD BE
SUBMITTED SEPARATELY.**

Spring Glen HOA, Inc
P O Box 8271
Elkridge, MD 21075

ALL APPLICATIONS SHOULD BE MAILED TO: _____

****NOTE: Homeowner is responsible to assure all municipal approvals are received
and that all municipal and HOA Covenants & Restrictions are adhered to.
Homeowner is responsible for any drainage areas affected by any modifications.**

*Page 1 of 3 (pg 2 is for internal use and will be forwarded to the architectural committee for their response along with this
completed form, pg 3 lists guidelines for filling out the form)*

ARCHITECTURAL COMMITTEE RESPONSE FORM

Date Received: _____ Complete Information Received: ____ Yes ____ No

If No, Additional Information Required: _____

Date Notified Homeowner need additional information: _____

Date Received Complete Information: _____

Date: _____

Approved: _____ Approved with Revisions: _____ Not Approved: _____

Revisions Required:

Reasons for Denial:

ARC Representative: _____

Notification to homeowner forwarded on: _____ by _____

Guidelines for Submitting an Architectural Request

In order to submit a request for architectural changes you must adhere to the following guidelines.

1. Fill out the attached "**Request for Architectural Approval Form**." Please include all the requested information including but not limited to; location, size, color, building material, exterior finish, dimensions, utilities, and types of plants quantities to be used.

Include with your request a copy of your **Plat Map or Lot Survey**. You should have received this document at your closing. If you do not have a plat map you will need to contact your county Tax Department. Please draw the location of the proposed item directly on the map.

2. You must also include a **brochure, photo, picture or drawing** of what the project will look like when it is completed.

Your request cannot be processed without all of the above information included.

Incomplete requests will be returned to the homeowner for completion.

IT TAKES **30 DAYS** TO PROCESS AN ARCHITECTURAL REQUEST
AND RETURN A RESPONSE TO THE HOMEOWNER.

**NO PROJECT CAN BEGIN WITHOUT WRITTEN APPROVAL
FROM THE ARCHITECTURAL COMMITTEE.**