

Summit Creek Community Association, Inc Architectural Change Request Application

Name: _____ Date of Application: ____/____/_____
Address: _____ Best Contact #: _____
Clinton, MD 20735 Email Address: _____
ORIGINAL COLORS: Siding: _____ Trim: _____ Door: _____

Date to Begin Work: ____/____/_____
Estimated Date of Completion: ____/____/_____
Date to Begin Work: ____/____/_____
Estimated Date of Completion: ____/____/_____

Please TYPE OR PRINT - Please READ INSTRUCTIONS and COMPLETE ALL SPACES!!!

Prince George's County requires you to obtain a Building Permit on all structural changes to your home lot. This includes, but no limited too, fences, decks, patios and sheds.

Incomplete applications will be returned, so complete all spaces before submission. Use the reverse side of the application or additional paper if more space is needed. **Submission of an application does not give authorization to begin work. Written approval must be obtained prior to commencing alterations.**

PLEASE attach a colored picture of the home, a detailed scale drawing or blue print of the job and a plat of the property, with the proposed alterations indicated in **RED**. Include all lot and alteration dimensions, color changes, materials and design information.

EMAIL YOUR COMPLETED FORM TO

COMMUNITYCARE@SENTRYMGT.COM OR MARYLAND@SENTRYMGT.COM

- A. Proposed Alteration: _____
B. Proposed change of color(s) from original. Check area and indicate the specific color change from the original color.
[] No Change: _____ [] Siding: _____ [] Trim: _____
[] Front Door: _____ [] Rear Door: _____ [] Other: _____
C. Complete description of the proposed alteration or change from the original design.

Signature and comments from the Homeowners to the left and the right of your home are required. If either home is being rented, the signature of the next homeowner is required. If you are a corner unit, the signature of the homeowner across the street is required.

Address	Comment	Print Homeowner Name	Signature

----- For Office Use Only -----

☐ Approved ☐ Denied

Signature: _____ Date: ____/____/_____
Signature: _____ Date: ____/____/_____

Summit Creek Community Association, Inc. Modification Committee Application Instructions

- All applications and supporting documents must be provided by the homeowner.
- All drawings must be to scale.
- Provide all dimensions, including heights, roof slopes etc., on all new construction.
- You must have Certified plats for new construction, including additions to a present structure, new structures on the lot, fences, decks, patios, etc.

Area of proposed construction must be indicated on the plat.

- Plats are not required for paint changes, storm windows or other such modifications.
- You must provide a list of all materials to be used in the proposed constructions.
- You must present colors. Any proposed color must be indicated. Applications for colors that are not the original colors must be accompanied by an actual color sample not photographs of the color.
- Changes in grade or other conditions that will affect the drainage must be indicated.
- Concurrence of adjoining lot owners may be sought by the Environmental Protection Committee under certain Circumstances.
- Signature and comments from the **Homeowners** to the left and the right of your home are required. If either home is being rented, the signature of the next homeowner is required. If you are a corner unit, the signature of the homeowner across the street is required.
- You are responsible to obtain all permits, inspections etc. required prior to construction and after construction

Please refer to your Architectural Guidelines and Rules and Regulations section of the Summit Creek Governing Documents that can be found on the Association's Website at

www.summitcreekhoa.org