

**CRESTWOOD VILLAGE AT FREDERICK
APPLICATION FOR PROPERTY MODIFICATION**

For Office Use Only

Application Log # _____ ---

Date Applicant Notified _____

Date of Application _____ Telephone # _____

Owner _____ Email (optional) _____

Address _____

I hereby apply for approval to make the property modification(s) described in this application. If my application is approved, I understand that the approval is only for what I have indicated below and is based upon the facts that I have presented.

I UNDERSTAND THAT NO WORK IS TO BEGIN UNTIL WRITTEN APPROVAL IS RECEIVED FROM THE BOARD OF TRUSTEES.

Description of Property Modification(s): _____

As appropriate, I have:

- Attached a drawing to scale or rendering of the modification or photo of the exterior building and property
- Attached a copy of the plat showing house dimensions and property lines
- Attached a copy of the manufacturer’s brochure or advertisement
- Specified the type of materials to be used (glass, wood, aluminum, vinyl, or other)
- Name, phone, and MHIC license number of contractor (if any) _____

PERMISSION IS HEREBY GRANTED FOR MEMBERS OF THE ARC, BOT, AND CRESTWOOD STAFF TO ENTER ON MY PROPERTY TO MAKE REASONABLE INSPECTION OF MODIFICATIONS PROPOSED/COMPLETED.

List/describe any modification which would warrant exception to ARC Guidelines:

I understand that:

- All necessary County permits must be obtained by owner before any construction can begin.
- All work must begin within sixty (60) days of the date of approval, and be completed within ninety (90) days thereafter, or it will be necessary to submit a new application.
- All maintenance required as a result of any changes/additions of this property modification is my responsibility and not that of the Homeowners Association.
- Any damage that results to any portion of a building or property as a result of the modification shall be my sole responsibility.
- Crestwood Office must be notified within 10 days after completion of modification.

Owner’s Signature _____

**After submission, an ARC member will contact the owner within 10 working days for an appointment.

(See reverse side for ARC/BOT comments, if any)

ARC Member: _____ Approval _____ Approval w/Conditions _____ Denial

Signature _____ Date _____

ARC Chairman: _____ Approval _____ Approval w/Conditions _____ Denial

Signature _____ Date _____

BOT Liaison: _____ Approval _____ Approval w/Conditions _____ Denial

Signature _____ Date _____