

**HAMMOND MANOR HOMEOWNER'S ASSOCIATION, INC.**  
**APPLICATION FOR EXTERIOR ALTERATION**

\*\*\*\*\*

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

Owners: \_\_\_\_\_

Owner's Address (if different): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

\*\*\*\*\*

**ARCHITECTURAL CHANGE: (CHECK ONLY ONE)**

- ☐ Deck ( include railing and stair details below)
- ☐ Fence (include gate and style details below)
- ☐ Other - Specify \_\_\_\_\_

**INFORMATION ATTACHED: (ALL MUST BE INCLUDED OR APPLICATION  
WILL BE RETURNED)**

- ☐ Official plat with location of change illustrated
- ☐ Detailed list of all materials, description, and drawings
- ☐ Submit only one copy of entire package

**APPLICATION MUST BE RECEIVED BY AERC AT LEAST 60 DAYS PRIOR TO  
START DATE**

**START DATE:** \_\_\_\_\_ **ESTIMATED COMPLETION DATE:** \_\_\_\_\_

\*\*\*\*\*

**NOTE: The owner is responsible for completing the project as approved. A certificate of Compliance, if requested, shall be prima facie evidence that such construction has been approved by the Architectural and Environmental Review Committee ("AERC").**

**You will be notified in writing of the decision of the AERC within sixty (60) days of receipt of the application. By approving this request, the Board of Directors and the AERC do not assume any responsibility for the safety, construction, operation, maintenance, accident, injury or claim of any kind whatsoever that may arise directly or indirectly from the change in the property.**

**The applicant understands that the approval does not relieve the applicant from responsibility for obtaining any and all required building permits, variances, and/or observing all local zoning ordinances.**

*If approved by the AERC, I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property or property lines. If any portion of the Association's property is disturbed or damaged by either myself or my contractor, then I agree to be held responsible for the same and to restore the common elements to their original condition(s).*

**SIGNATURE OF**

**OWNERS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_

**PLEASE RETURN TO:  
ANY AERC COMMITTEE MEMBER**

**FOR COMMITTEE USE ONLY:**

*Your request for the above alteration has been:*

☐ **APPROVED WITHOUT EXCEPTION**

☐ **APPROVED WITH THE FOLLOWING CONDITIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ **DISAPPROVED**

\_\_\_\_\_

\_\_\_\_\_

☐ **NO ACTION - ADDITIONAL INFO NEEDED:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Committee Member Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Committee Member Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Committee Member Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Committee Member Signature**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Committee Member Signature**

**Date:** \_\_\_\_\_