

**FRANKLIN FARMS HOMEOWNERS ASSOCIATION**

C/O Chambers Management, Inc.  
12051-B Tech Road  
Silver Spring, MD 20904  
301-680-0700 Office  
301-625-0438 Fax  
admin@chambersmanagementinc.com

**ARCHITECTURAL CHANGE REQUEST FORM**

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Lot/Block #: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Type of Alteration/Change (Please complete section):

(a) Complete this section if you are adding a deck:

Dimensions: Across back of house \_\_\_\_\_ length out from house \_\_\_\_\_  
Ground Level \_\_\_ Second Floor Level \_\_\_  
Railing Height (from surface of deck) \_\_\_\_\_  
Railing type (check one):  
2" x 2" Picket \_\_\_\_\_  
Board on Board \_\_\_\_\_  
Lattice \_\_\_\_\_  
Other \_\_\_\_\_ Describe \_\_\_\_\_  
Type of materials (check one):  
Pressure treated pine \_\_\_ (stained/painted/other)  
Other \_\_\_ Describe \_\_\_\_\_

\*Please use the space on the back to describe any additional attachments, such as trellis, lighting, benches, flower boxes to the deck/home.

(b) Complete this section if you are adding a fence:

Total dimensions to be fenced in \_\_\_\_\_  
Fence type (also attach picture): \_\_\_\_\_  
Type of gate (if any) \_\_\_\_\_  
Type of materials (check one):  
Pressure treated pine \_\_\_\_\_ (stained/painted/other)  
Other \_\_\_\_\_ Describe \_\_\_\_\_

**NOTE:** Fences should be on property lines and encompass the entire rear yard. The location of side yard fencing will be reviewed on a case by case basis.

(c) Complete this section for any other construction or modification:

Type of construction/modification \_\_\_\_\_  
Dimensions \_\_\_\_\_  
Type of materials (check one):  
Pressure treated pine \_\_\_\_\_ ( stained / painted / other )  
Other \_\_\_ Describe \_\_\_\_\_

**DIRECTIONS:**

The Declaration of Covenants requires that you submit to the Architectural Review Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Committee, your application must include detailed information describing the proposed change.

**Description of Proposed Change:** (Please print or type)

Describe all proposed improvements alterations, or changes to your lot or home. Please attach a copy of your survey with the location of the modification shown along with the sufficient details to describe the proposed improvement. Suggested attachments include: sketches, drawings, specifications, pictures, catalog illustrations, proposed colors and material.

**USE THIS SPACE FOR ANY ADDITIONAL DESCRIPTIONS.**

(d) ...that the committee has a maximum of 60 days from the date of receipt to respond to this application; that no work on the proposed change shall begin until written approval by the Committee has been received by me; that if work is begun prior to approval, I may be required to return the property to its original former legal condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.

(e) ...that there shall be no deviations from the plan, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.

(f) ...that I authorize members of the Committee to enter upon my Property to make routine inspections.

(g)...that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed in a timely manner, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

(h) ...that it is my responsibility and obligation to obtain all required building permits from Prince George's County, to contact Miss Utility at 1-800-257-7777 prior to any digging, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

(i) ...that I am responsible for repairing any damage to any community property or private property that results from the proposed modification and that I will make such repairs within 15 days or that I will be responsible for the cost of such repairs performed by others if required repairs are not completed within the specified 15 days.

Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Owner/Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Required Attachments: (1) Copy of the survey showing the size and locations improvements.  
(2) Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials.)

**FOR COMMITTEE USE ONLY:** **Date Received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ **Not Considered** (application not complete): \_\_\_\_\_

Approval of the proposed change is subject to the following (if not, mark n/a):

**Comments/Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(for the Franklin Farms Architectural Review Committee)