

# Attachment A

September 1999

## Architectural Change Request Form Seneca Crossing (Cedar Valley) Homeowners Association (Meets first Monday of the month 7:00 pm Sally Ride Elementary School)

Dear Homeowner:

This architectural change request form is divided into three sections. Section I is for decks, Section II is for fences, and Section III is for all other changes. Please fill in the appropriate section, with only one change request per application. When completed please send to:

Chambers Management  
c/o Lisa Ringler  
12051 - B Tech Road  
Silver Spring, MD. 20904

Phone Number (301) 680 - 0700  
Fax Number (301) 680 - 0380

**Submission of this request does not give authorization to commence work. Written approval must be obtained prior to commencing alterations.**

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Lot Number: \_\_\_\_\_

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

Name: \_\_\_\_\_

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

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

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

\*\*\*\*\*

**Please complete the appropriate section:**

### **I. IF YOU ARE ADDING A DECK (plat required)**

Dimensions across back of the house: \_\_\_\_\_ Ground Level [  ] or 2nd floor level [  ]

Length out from the house: \_\_\_\_\_

Railing height from surface of deck: \_\_\_\_\_

Railing type (check one): 2" x 2" Picket [  ]

Board on Board [  ]

Lattice [  ]

Other [  ] Describe: \_\_\_\_\_

Type materials (check one): Pressure treated pine [  ] stained [  ]

Other [  ] Describe: \_\_\_\_\_

{Use space on page 3 to describe any additional attachments to your deck, such as a trellis, lighting, benches, flower boxes}

**II. IF YOU ARE ADDING A FENCE (plat required)**

Total dimensions to be fenced in and height of fence: \_\_\_\_\_  
Fence type: \_\_\_\_\_ (attach photo please) [ ] Approved style  
Type of gate(s)/location: \_\_\_\_\_  
Type of materials (check one): Pressure treated pine [ ] Stained [ ]  
Other: [ ] Describe: \_\_\_\_\_

{Note: Fences (including "invisible electric" fences) need to 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.}

**III. ALL OTHER CHANGE REQUESTS**

IV. Type of change being requested:  
\_\_\_\_\_

All relevant information (full description/drawings/photos) with measurements:

\_\_\_\_\_  
\_\_\_\_\_

**IV. NEIGHBOR SIGNATURES**

Architectural change requests for fences, sheds and permanent basketball hoops require neighbor signatures as proof of notification\*. By signing this form neighbors are not indicating their approval or disapproval of the request. Neighbors have the right and are encouraged to contact the ACC thru Chambers Management to express concerns or disapproval of the change being requested.

I acknowledge notification of this change request. Further, I realize that I have the right to contact Chambers Management to express any concerns or objections regarding this application.

Name	Address	Lot #

\* ACC reserves the right to obtain neighbors notifications in other change request items as needed.

**PLEASE BE SURE THAT YOU HAVE INCLUDED:**

1. **Attach a copy of your Final House Location Plat** -- you should have received this when you settled on your home -- showing the dimensions of your property and exactly where the additional structure will be. All markings for fences, decks, or house additions must be done in a color other than dark blue or black. The requested change should be shown to scale and easy to distinguish.
2. Attached detailed sketches or design plans, including a location survey, elevations, etc. Drawings in the case of a deck should include railings, footers, screening materials, stain, etc.
3. Attached a picture of an amenity. For instance, if you are installing a storm door or a fence, supply a picture of the style you will be installing.
4. Approval of any alteration shall not be construed as approval of the structural integrity of the alteration or addition nor does it relieve the applicant from acquiring the requisite permits and/or approvals from state, county and local agencies.

**USE THIS SPACE FOR ADDITIONAL DESCRIPTIONS:**

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**THIS PORTION FOR COMMITTEE USE**

Date Received by ACC: \_\_\_\_\_ By: \_\_\_\_\_

Date decision rendered: \_\_\_\_\_

The Architectural and Covenant Committee action taken:

Your change request of \_\_\_\_\_ installation/ construction of:  
(date)

\_\_\_\_\_  
\_\_\_\_\_

- has been
1. **APPROVED**
  2. **APPROVED w/CONTINGENCY**
  3. **DENIED**

**Comments:**

- [ ] **This construction must begin within six months and be completed within two months of the date of commencement.**
- [ ] **Any damage to nearby common or private areas must be corrected within fifteen days.**
- [ ] **Any variations from the approved plans must be resubmitted.**
- [ ] **All changes must be made entirely within the homeowners property lines.**
- [ ] **The homeowner is responsible for proper upkeep of the addition/change.**
- [ ] **Please contact "Miss Utility" at (800) 257 - 7777 prior to any digging.**
- [ ] **Special conditions/contingencies:**

\_\_\_\_\_  
\_\_\_\_\_