

HADLEY FARMS COMMUNITY ASSOCIATION *
APPLICATION FOR EXTERIOR MODIFICATION
 % AMS, P.O. BOX 691, FREDERICK, MD 21705
 (301) 620 - 0565

APPLICANT INFORMATION

Application Date:	<i>(ACC Use Only)</i> Date Received:	
Property Owner(s) Name:		
Address of Property to be modified:		
Telephone Number(s):	Day:	Evening:
Description of Proposed Changes:		

ATTACHED DOCUMENTS (CHECK ALL THAT APPLY):

ITEMS Required <i>(Check all that apply):</i>	
<input type="checkbox"/>	Plot Plan with location of change clearly Indicated.
<input type="checkbox"/>	Diagram, Photo or Sketch drawn to scale.
<input type="checkbox"/>	4 copies of application package <i>(Homeowners please make and retain copies as needed).</i>
ADDITIONAL ITEMS THAT MAY BE REQUIRED:	
<input type="checkbox"/>	Paint chips or Fabric Swatches
<input type="checkbox"/>	Architectural Drawings.

NEIGHBOR INFORMATION

PLEASE REMEMBER TO HAVE ANY NEIGHBORS AFFECTED BY THIS CHANGE INITIAL ALL DOCUMENTATION WITH THIS SUBMISSION.

In accordance with the ACC guidelines, applicant must obtain the signatures of all neighbors adjoining the property to be affected. For example, an addition of a fence requires the signatures of the neighbors to the right, left and rear of property. Addition of a side window would require only the neighbor on the affected side. Shutter painting would require the neighbors on either side as well as the neighbor across the street.

NAME	ADDRESS	PHONE	SIGNATURE

Note to Neighbors: Your signature above acknowledges that you have been notified of the proposed change. YOUR SIGNATURE IS NOT APPROVAL OF THE PROJECT. If you have concerns, please contact an ACC member or attend the next meeting.

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OWNER'S ACKNOWLEDGEMENT

I (We) Understand:

1. that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall violate any of the provisions or building and zoning codes of Montgomery County. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me (us).
3. that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if alterations are made, I (we) may be required to return the property to its original condition at my (our) own expense if this application is not approved; and, that I (we) may be required to pay any and all legal expenses incurred.
4. that any approval is contingent upon the construction or alterations being completed in a workmanlike manner.
5. that members of the ACC are permitted to make a routine inspection.
6. that the alteration authority granted by this application will be revoked automatically if the alterations requested have not been completed within one (1) year of the approved date of this application.
7. that all proposed improvements must meet County codes. My (our) signature indicates that these standards will be met to the best of my knowledge. I understand that application for a County building permit is my responsibility.
8. that any variation from the original application must be resubmitted for approval.

ALL LEGAL OWNERS OF THE PROPERTY MUST SIGN BELOW

Owner(s) Signature:	Date:
Co-Owner(s) Signature:	Date:

* All completed applications should be mailed to the address listed on the reverse side. Any questions concerning this application should be directed to AMS (301) 620 – 0565. The ACC meets on the fourth Tuesday of the month at 7:00 pm at the Community Center. Complete and submit your application well in advance of the intended start date of your project. Once approval is obtained, the homeowner must still obtain all necessary building permits. The ACC routinely checks the status of Montgomery County building permits.

ACC USE ONLY

	(Check one) Approved	Conditions:
	Denied	
Date of meeting:	Comments:	