

COLLINGTON STATION HOMEOWNERS ASSOCIATION INC

APPLICATION FOR EXTERIOR ALTERATION

Name: _____

Property Address: _____

Mailing Address: _____

Home phone: _____ Work/Cell phone: _____

Email: _____ Email: _____

WARNING: Exterior alterations commenced without prior approval of the Architectural Control Committee are in violation of the covenants and are at the applicant's own risk of removal.

INSTRUCTIONS: Give full details of proposed additions or changes to your property. Please **add photos of proposed additions or changes to identify what you are doing. Be as detailed as possible to avoid delays in processing or your application being rejected.** All structural changes require the following:

- 1) A site plan final survey, and / or a record plat (scale not less than 1" =30') showing the location of the proposed addition (decks, patio, sunporch, etc), proposed and existing landscaping and changes to the existing grading and set back from all property lines.
- 2) Detailed construction elevation drawings for all views (scale not less than 1/4" =1") showing all proposed trim and all material colors.
- 3) Fences must be drawn to scale on the plat for your property with dimensions clearly stated.
- 4) Sheds must be drawn to scale on the plat for your property with dimensions clearly stated.
- 5) Decks or patios must be drawn to scale on the plat for your property with dimensions clearly stated.
- 6) If any painting is required, attach paint color chips.

Black and white copies do not reflect colors therefore, color copies are required.

Applications lacking full details of the proposed exterior will not be processed until all details are mailed or emailed to the Association. For an application to be valid for consideration, the applicant must be current on all HOA dues, assessments, and fines at the time of submission. Email completed application to **archrequest@pvmgt.com** or mail application to:

COLLINGTON STATION HOA
ARCHITECTURAL APPLICATION CONTROL COMMITTEE
P. O. Box 4337, Largo, MD 20775

DESCRIPTION OF CHANGE REQUESTED:

NOTES:

1. Prior to starting to build, building permits should be obtained from the City of Bowie and/or Prince George's County in addition to the ACC Approval. The property owner is responsible for all such approvals. Further, nothing herein contained shall be construed as a waiver of modification of any said County or City restrictions.

2. The ACC will provide the Applicant with its written response (approval or disapproval) through email or regular mail within sixty (60) days after the full and complete application, plans, specifications have been received.

If an application is disapproved, I must appeal within 10 days by giving written notice of appeal to the ACC, the Association President, or the Management Representative. The Board of Directors will then determine the appeal.

3. Applicant must contact the ACC upon completion of proposed change for verification of compliance. Work as expressed herein must be started within 6 months and completed within 12 months of the date of commencement. Extenuating circumstances regarding completion should be brought to the attention of the ACC within the above reference timeframe or a new application will be required.

4. I understand and agree that no work on this request shall commence until written approval of the ACC has been received by me.

Owner Signature _____ Date _____

Adjoining Neighbor _____ Adjoining Neighbor _____

Please note the neighbor's signatures are required. They are an acknowledgement of work so that neighbors will know work is taking place. It is not an approval in any fashion. We want neighbors to be aware construction is taking place which may or may not impact them.

ARCHITECTURAL CONTROL COMMITTEE ACTION:

Application Approved as Submitted.

Application Approved with the following provision(s):

Application Denied for the following reason(s):

Signature: _____ **Date:** _____