

Willow Glen Community Association, Inc.

◇ Architectural Change Request Form ◇

(Please submit a separate Architectural Change Request (ACR) for each project requiring approval/review.)

Date _____

To: **Board of Directors/ARC Committee**

From: _____
Print Name Address

_____ Home Phone Work Phone E-mail Address

Subject: Request for approval/review of exterior construction/modification detailed below.

I am requesting approval/review for the construction/installation of: (Complete all items that apply. Please provide as much detail as possible including manufacturer's specifications, drawings, etc.)

___ Shed ___ Fence ___ Other ___ Deck (Please identify) _____

Describe Project:

Describe Materials: _____

Colors: (Attach paint chip if possible) _____

Size and Location (attach copy of plat showing location of item on lot): _____

Owner is responsible for obtaining any permits for the construction of fences, decks, patios, sheds, etc. as required by the City of Frederick (301-631-2313) and contacting Miss Utility (800-257-7777) prior to digging (at least 48 hours before you dig). If you have any questions, contact Steve Swank at 301-473-5166 (fax 301-473-4966).

Return completed form and all attachments to:

Willow Glen Community Association
c/o Jefferson Property Management, Attn: Community Manager
P.O. Box 67
Jefferson, MD 21755
Or e-mail to: admin@jeffersonpm.com

Note: Approval of requests by the Association only confirms compliance with the requirements of the Architectural Restrictions and Guidelines of the Association Documents. Approval does **not** in any way warranty the materials, construction or suitability for intended purposes.