

APPLICATION
COPPERFIELD HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE REQUEST

Name _____ Property Address _____

Owners Home Address (if different) _____

City, State, Zip (if different) _____

Home Phone _____ Work Phone _____ Cell _____

Homeowner Email _____

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION - Please outline in detail all proposed improvements, alterations or changes to your home or property. Include color(s), size(s), specifications, materials, location, plat and any other pertinent information needed by the Committee in order to make an informed decision. Use the back of this form or attached a separate document to sketch the proposed alteration as it will appear when completed.

Email your request to Laura@jeffersompm.com or mail to Jefferson Property Management.
If a confirmation email is not received, please follow up with a phone call to ensure your request is processed in a timely manner.
The committee has thirty (30) days to review your request once they receive it.
You will then be notified in writing of their decision.

Estimated Beginning Date: _____ Projected Completion Date: _____
County Building Permits are required for most construction projects and can be obtained at 30 N. Market St, Frederick, MD (301.600.2313). Miss Utility will require at least forty-eight (48) hours before you dig, call: 1.800.257.7777

I understand approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements must be on my property. If any portion of the Associations property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common element(s) to their original condition(s).

Signature of Applicant: _____ Date: _____

COMMITTEE USE ONLY: Date Received: _____ Reply Date: _____

Your request for the above change, addition or improvement has been:

_____ Approved to the conditions on the attached letter
_____ Disapproved, see attached letter

PLEASE RETURN TO: COPPERFIELD HOMEOWNERS ASSOCIATION, INC.
P.O. Box 67 Jefferson, MD 21755
Office: 301.969.0405
Fax 301.360.5507 Or Email to: steve@Jeffersonpm.com