

**LONGLEY GREEN 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. The following changes must be shown on your property plat; Fence, Patio, Deck, Landscaping and Screened Porch.

Estimated Beginning Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

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 Committee I agree to make the changes under the terms and conditions specified in the letter of approval. All improvements, alterations or changes 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: \_\_\_\_\_

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**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: LONGLEY GREEN ASSOCIATION, INC.  
P.O. Box 67  
Jefferson, MD 21755  
Fax 301.969.6196  
Or  
Email to: [steve@jeffersonpm.com](mailto:steve@jeffersonpm.com)