APPLICATION
WILLOW BROOK HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CHANGE REQUEST

Name _____ Property Address_____

Owners Home Address (if different)_____

City, State, Zip (if different)_____

Home Phone_____ Work Phone_____ Fax _____

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 a decision. Use the back of this form to sketch the proposed alteration as it will appear when completed. You will be notified in writing of the decision of the committee within thirty (30) days of receipt.

Estimated Beginning Date: _____ Projected Completion Date:_____
County Building Permits are required for most construction projects and can be obtained at Winchester Hall, 12 East Church Street, Frederick, MD (301.631.2313). 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: _____

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: WILLOW BROOK HOMEOWNERS ASSOCIATION
c/o Jefferson Property Management
P.O. Box 67
Jefferson, MD 21755
Phone 301-969-0405
Fax 301-969-6196