

**PLANTATIONS TWO HOMEOWNERS COMMUNITY ASSOCIATION, INC.  
PROPERTY IMPROVEMENT REQUEST FORM**

Requests must be submitted to: Architectural Control Committee, Plantations Two Homeowners Community Association, Inc., P.O. Box 396, Damascus, Maryland 20872 or emailed to board@plantationstwo.com.

Owner's Name(s): \_\_\_\_\_ email: \_\_\_\_\_

Property Street Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions & Restrictions referred to in the deed covering the property described above, I/we hereby apply for written consent to make the following exterior alterations and/or changes:

**Alteration/change** you wish to make: \_\_\_\_\_

*Describe the style, size, height, materials, color/finish, paint colors, areas to be painted, etc. in relation to the alteration (please use the 2<sup>nd</sup> page of this form if additional space is needed):*

The following information *must be submitted* with this request before ACC consideration: (1) Plat plan showing exact locations of your alteration/change, (2) scaled drawings showing design, dimensions, and elevations, (3) siding and paint color samples, (4) cut sheets or brochures showing pictures or detailed description of products being used in your alteration/change.

Applicant must assume responsibility for acquiring necessary building permits after ACC approval. An approved Property Improvement Request form must be presented to the County Officials in order to obtain a building permit.

**Certification by Owner:** If my application is approved, I fully understand that the approval is only for the changes that I have indicated above and is based upon the facts that I have presented. I understand that all approved alterations or changes must be completed within three (3) months of approval date, unless a specific exception is received.

All approvals are for conformity with existing architectural and aesthetic conditions within the community. I realize that I am solely responsible for building permits, engineering, water flow and/or any other areas requiring professional and/or technical advice or approval. Furthermore, I understand that I shall be solely responsible to the owner for any damages to adjoining properties or any damage that is a direct result of my alteration(s) and all other persons' personal claims that may result from the approval herein requested.

I also understand that if it is necessary to have materials delivered for the construction of the proposed alteration or change, that the green space of community property belongs to the Homeowners Community Association and, therefore, if any damage is incurred in the delivery of these materials, it is the responsibility of the homeowner to assume the cost of the repair.

**Permission is hereby granted for members of the ACC staff to enter upon my property to make reasonable inspection of the proposed or completed modification.**

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

**-----FOR ACC USE ONLY-----**

Date Request Received: \_\_\_\_\_ Checked & Logged By: \_\_\_\_\_

( ) APPROVED ( ) APPROVED WITH MODIFICATIONS/CONDITIONS (*see remarks below*)

( ) DISAPPROVED (*see remarks below*) **Signed By (*Must be a minimum of three board members.*):**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

