



CROWNE MEADOWS HOMEOWNERS ASSOCIATION, INC.
Exterior Alteration Application

NAME: _____ **DATE:** _____

ADDRESS: _____

PHONE #: HOME _____ **CELL** _____

EMAIL _____

Have you reviewed the Declaration of Covenants and Rules & Regulations as they pertain to your proposed improvements?

_____ **YES** _____ **NO**

You understand that if required, it is the homeowner's responsibility to get permits and approvals as needed from Prince Georges County.

_____ **YES** _____ **NO**

The homeowner assumes responsibility for any encroachment onto adjacent properties (including HOA maintained common areas), surveying, building permits, engineering, grading/drainage, or any other areas requiring professional or technical advice or approval.

Request for Alteration:

_____ **Deck** _____ **Fence** _____ **Security Door** _____ **Bars** _____ **Other (explain)**

(DESCRIPTION) _____

IMPORTANT – Please attach supplemental information about your proposed project, as applicable, to include:

- * **COLOR (SAMPLE)** * **MATERIAL (SAMPLE)** * **DIMENSIONS**
- * **DESIGN** * **DRAWINGS** * **PHOTOGRAPHS** * **LOCATION**
- * **PLAT** * **CONTRACTOR NAME** * **BUILDING PERMIT**

ESTIMATED START DATE: _____ **ESTIMATED COMPLETION DATE:** _____

Below, provide adjacent property owners' acknowledgement of alterations. This acknowledgment only indicates an awareness of the intent and does not constitute nor indicate approval or disapproval.

Name: _____ **Address:** _____ **Signature:** _____

Name: _____ **Address:** _____ **Signature:** _____

RULES GOVERNING ALTERATIONS

1. Nothing contained herein shall be construed to represent that alterations to land or buildings in accordance with these plans, shall violate any of the protective covenants nor any of the provisions or building and zoning codes of Prince George’s County to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.
2. The building ordinance of Prince George’s County may require the filing of plans with the building inspector at his office in the local municipal building.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received.
4. This application usually takes no longer than 30 days for complete review.
5. A copy of the application shall be returned after review, stamped approved or rejected.

Requirements for alterations:

Deck- Free standing. Submit copy of permit

Fence- 6 ft. board on board

Security Bars (front windows only) – white, window pane type

Security Bars (Rear doors and windows) – standard colors black and white, or color coded to match shutters)

Security Door- Standard colors black and white, or color coded to match door or shutters)

Shed- 8 ft. height (maximum). Peak of shed should not exceed 2 ft. above the fence. Aluminum or pressure treated wood or comparable materials. Shed must be fenced in.

******Review the Architectural Guidelines for more information******

The Crowne Meadows Homeowners Association, Inc. Architectural Maintenance Committee may request additional information that will better enable us to make a decision on your request. When a completed form with all required information is received, the review process will begin. The Architectural Maintenance Committee will render a decision within 30 days.

Please submit your requests to:

Doug Norris

Allied Realty Corp.

7605 Arlington Road Suite 100

Bethesda, MD 20814

or via email to dnorris@alliedrealtycorp.com

You will receive written notification of the Architectural Maintenance Committee’s Decision.

OWNER SIGNATURE(S): _____

DATE: _____

FOR OFFICE USE ONLY:

ACTION:

APPROVED _____ **DISAPPROVED** _____

By: _____

Date: _____

REASON FOR DISAPPROVAL (if required)
