

STONELEIGH SUMMIT HOMEOWNERS ASSOCIATION
ARCHITECTURAL MODIFICATION FORM

Request for Architectural and/or Structural Additions or Modifications
Thornhill Properties, Inc. 6301 Charles Street, Suite 2, Baltimore, MD 21212

INSTRUCTIONS: PLEASE SUBMIT your application via www.thornhillproperties.com.
Go to Thornhill Properties, click on **Client Login** (top right of page), enter **Email and Password**, click on **Architectural Reviews** (left side of the page). Complete the form and upload supporting documents.

OWNER'S NAME _____ DATE _____

STREET _____ Summit Circle PHONE _____ EMAIL _____

DIRECTIONS

The Declarations of Covenants require that you apply to the Architectural Control Committee (ACC) for approval of all proposed exterior additions, changes or alterations to your house and lot. For your application to be considered by the Architectural Control Committee, your application must include detailed information describing the proposed additions, changes or alterations. Please submit a completed application.

IMPORTANT

An application submitted without all required submissions will be considered incomplete. In such a case, the ACC's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If approved, the homeowner has six (6) months to commence the work and twelve (12) months to complete the work, unless specified longer by the ACC.

PROPOSED MODIFICATION(S)

Describe all proposed additions, changes or alterations to your lot or home. Please provide the required details by attaching plans/specifications including dimensions, sketches, drawings, clippings, pictures, catalog illustrations, a copy of your location survey (recorded plat) with the location of the modifications marked, etc., to fully describe the proposed change.

DETAILED DESCRIPTION (Please attach a separate sheet of paper if you need additional space).

Estimated Start Date _____ Estimated End Date _____

Contractor (if applicable) _____

ACKNOWLEDGEMENT OF ADJACENT OR AFFECTED PROPERTY OWNER(S)

All homeowners requesting approval of proposed architectural or landscaping plans are required to submit acknowledgements of the submitted plan to the most affected neighbor, whether adjoining, adjacent, across the side yard, or across the street.

Note: Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part. You may attach acknowledgement emails and comments from neighbors to this application in lieu of signatures on this form.

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NEIGHBOR SIGNATURE (REQUIRED)

1. Signature _____
_____ Summit Circle, Balt, MD 21239

2. Signature _____
_____ Summit Circle, Balt, MD 21239

OWNER ACKNOWLEDGEMENTS: I/we understand and agree with the statements listed below:

- Approval by the ACC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
- That no work on the proposed change shall begin until written approval of the ACC has been received by the owner(s). If work begins prior to approval, I/we may be required to return the property to its former condition at our own expense if this application is disapproved wholly or in part, and you may be required to pay all legal expenses incurred.
- There shall be no deviations from the plans, specifications, and location approved by the ACC without prior written consent of the ACC; any variation from the original application must be resubmitted for approval.
- I/we authorize members of the ACC or managing agent to enter upon my/our property to make one or more routine inspection(s).
- It is my/our responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
- I/we are responsible for any damage and all costs to repair any common community property that results from the proposed modification.
- I/we are responsible for all maintenance and repair of the requested addition or modification.
- I/we will be solely liable for any claims, including and without limitation for property damage or personal injury which may result from the requested addition or modification and indemnifies the Stoneleigh Summit Homeowners Association from, and against, all such claims.

Owner Signature (Date)

Co-owner Signature (Date)

ACTION BY THE ARCHITECTURAL CONTROL COMMITTEE

DATE RECEIVED _____

Approved as requested.

Approved subject to the following conditions and modifications _____

Disapproved for the following reason(s) _____

OWNER'S PROPERTY ADDRESS _____ Summit Circle, Baltimore, MD 21239

SIGNATURE _____

DATE _____