

# LANDSDALE HOMEOWNERS ASSOCIATION, INC. ARCHITECTURAL CHANGE APPLICATION

- TYPE or PRINT - Please READ INSTRUCTIONS and COMPLETE ALL SPACES. USE A SEPARATE APPLICATION FOR EACH REQUEST.
- County laws require you to obtain a Building Permit on most structural changes to your home and some on your lot. This may include fences, decks, patios, sheds, etc. You are responsible for contacting the County to determine if a permit is required. Approval or denial of a request is based on the Homeowners Association criteria. Property owner has sole responsibility for compliance with County codes and regulations.
- Owner must contact "Miss Utility" at 800-257-7777 prior to digging.
- ATTACH a detailed, scale drawing plat map or blueprint of the lot, with proposed alterations indicated IN RED (A copy of your lot location drawing received at settlement is ideal.). Include all lot and alteration dimensions, color changes, materials and design information.
- Any variation from the original Application must be resubmitted for approval.
- ATTACH structural drawings, including elevation measurements, the color and material list and photo if available, of proposed alteration.
- INCOMPLETE APPLICATIONS, OR APPLICATIONS SUBMITTED WITHOUT PLANS, ETC., WILL BE RETURNED.
- Use the reverse side of Application if more space is needed.
- SUBMISSION OF APPLICATION DOES NOT GIVE AUTHORIZATION TO BEGIN WORK. WRITTEN APPROVAL MUST BE OBTAINED PRIOR TO COMMENCING ALTERATIONS.
- **SUBMIT APPLICATION TO:** LANDSDALE HOA

c/o Comsource, Inc. Attention: Peter P. Mechak  
3414 Morningwood drive  
Olney, MD 20832 Office- 301-924-7355 Fax- 301-924-7340

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Address: \_\_\_\_\_ Work Telephone: (\_\_\_\_) \_\_\_\_\_  
Signature: \_\_\_\_\_ Home Telephone: (\_\_\_\_) \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

Block: \_\_\_\_\_ Date Work to Begin: \_\_\_\_\_  
Date Work to be Completed: \_\_\_\_\_

- A. Proposed Alteration: \_\_\_\_\_  
B. Types of materials: \_\_\_\_\_  
C. Dimensions: \_\_\_\_\_  
D. Colors: \_\_\_\_\_ House \_\_\_\_\_ Trim \_\_\_\_\_ Door \_\_\_\_\_ Other \_\_\_\_\_ Stain \_\_\_\_\_  
E. Additional Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature and comments from all adjoining neighbors and/or those who have a view of the Applicant's property. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval. Signers are encouraged to write to the Association if they have additional comments.

Address/Lot #	Signature	Comment, if any

\_ \_ \_ FOR CC USE ONLY \_ \_ \_

Date Received: \_\_\_\_\_ Date Action Taken: \_\_\_\_\_ Reviewed by: \_\_\_\_\_

<b>APPROVED:</b> _____ ( these EXCEPTIONS: _____ _____ _____ _____	<b>NOT APPROVED:</b> _____ For these REASONS _____ _____ _____ _____	<b>INCOMPLETE/PENDING APPLICATION:</b> _____ _____ Incomplete _____ Returned to Owner _____ Provide the following: _____ _____ _____
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