

**2014 NORBECK MANOR HOA**

# **EXTERIOR ALTERATION APPLICATION**

Please remit via mail or email to:  
Architectural Review Committee: c/o Bill Schroeder  
4835 Hornbeam Drive, Rockville, MD 20853  
Email: [hornbeam3@msn.org](mailto:hornbeam3@msn.org)

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Name	Address	Phone	Date
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## **DESCRIPTION OF CHANGES**

Please provide full details of the purpose and/or reason, type and color of proposed materials and location on property.

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Description of change(s) desired

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*If request is for a change in paint color, please attach the paint sample and model number of the paint or stain color. If the request is for structural change, storm doors, storage shed, playground equipment, fencing, pool, deck, etc., please attach a construction drawing or architectural plan. Indicate exterior structures or modifications on a site plan showing existing structures and property lines.*

## **ACKNOWLEDGEMENT OF ADJACENT PROPERTY OWNERS**

Acknowledgement of adjacent property owners is required. This acknowledgement indicates an awareness of the intent and does not constitute, nor indicate, approval or disapproval.

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Name	Address	Signature
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Name	Address	Signature
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**Note to adjacent property owner:** If the alteration is not agreed upon, a written appeal must be presented to the Architectural Review Committee within 10 days.

**TERMS AND CONDITIONS**

Work as expressed on the Exterior Alteration Application must start within six (6) months after approval by the Architectural Review Committee and be completed within 12 months. The approval will be rescinded if the work is not completed within the prescribed timeframe. Re-submittal will be required. Bring any extenuating circumstances to the attention of the Architectural Review Committee. Please be advised that a building permit issued by Montgomery County may have a six (6) month expiration date after its issuance.

If a wood deck is proposed the Construction Drawings and Architectural Plans must show the following (where applicable): posts and columns; dimensions showing locations of posts, columns, decking, joist layouts, hanger locations, stairs, and landings; fasteners (type and size, ex: 16 penny galvanized). Materials are to be specified and indicated on the drawings or plans (ex: 2x4 pressure treated lumber). Please note that your contractor or architect can usually supply this information.

Please provide similar details for proposed storage sheds, fences, play ground equipment, and other proposed construction. Adequate information and detail helps in expediting the review and approval process.

**ADDITIONAL COMMENTS**

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Any additional comments or notes you want to share

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**ADDITIONAL REVIEW COMMITTEE RESPONSE**

Decision	Name	Signature	Date
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Decision	Name	Signature	Date
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Decision	Name	Signature	Date
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Explanation if Rejected

