

Completed applications must be submitted for all exterior modifications to home or lot.

Homeowners should: (1) Complete pages 1 and 2 of this application.
(2) Mail the completed application, all attachments and a self-addressed stamped enveloped to:
Hampshire Greens Homeowners Association Covenants Committee
C/o IKO Real Estate, Inc. 3416 Olandwood Court, Suite 210, Olney, Maryland 20832.
(3) Incomplete applications will be returned to the homeowner.
(4) The 60-day review period begins upon receipt of a completed application.

1. APPLICANT INFORMATION

Applicant's Name:	Date:	Lot Number:	Block:
Address:		Builder/Model:	
Home Phone:	Work Phone:	E-mail Address:	

2. DESCRIPTION OF ALTERATION OR CHANGE (list all by number)

3. REQUIRED DOCUMENTATION AND ATTACHMENTS

Check list- Items to Attach/Include with This Application:	Indicate if Attached
1. Plat (showing final proposed location of alteration) must be provided	_____
2. Detailed Blueprints, Architectural Plans and Drawings	_____
3. Detailed Scale Drawing or Survey of House or Lot Showing the Size and Location of Proposed Alteration Outlined in Red	_____
4. Photos, Brochures, Clippings and other Visuals	_____
5. Color Scheme (identify current and proposed coloring)	_____
6. Other as needed: Please Specify	_____

PLEASE NOTE THE FOLLOWING:
1. CONSTRUCTION MUST BEGIN WITHIN SIX (6) MONTHS OF APPLICATION APPROVAL AND MUST BE COMPLETED WITHIN ONE (1) YEAR OF THIS APPROVAL.
2. ANY DAMAGE TO NEARBY COMMON OR PRIVATE AREAS MUST BE CORRECTED WITHIN FIFTEEN (15) DAYS OF COMPLETION OF THE CONSTRUCTION.
3. THE HOMEOWNER IS RESPONSIBLE FOR OBTAINING ANY APPLICABLE MONTGOMERY COUNTY BUILDING PERMITS.
4. PLEASE CONTACT "MISS UTILITY" AT 1-800-257-7777 AT LEAST 48 HOURS PRIOR TO ANY DIGGING.
5. ANY CHANGES IN DRAINAGE DUE TO CONSTRUCTION ARE THE APPLICANTS RESPONSIBILITY.
6. ALL FRONT AND REAR YARD LOT LINES MUST BE STRICTLY ADHERED TO.
7. IF DISAPPROVED, THIS APPLICATION CAN BE APPEALED TO THE BOARD OF DIRECTORS AND THE MONTGOMERY COUNTY OFFICE OF COMMON OWNERSHIP.

THIS SECTION FOR OFFICE USE ONLY:

_____ Application Complete/Date

4. SIGNATURES/COMMENTS BY ADJOINING PROPERTY OWNERS

Do not sign if Required Documentation/Attachments are Not Provided for Review

- (1) Applicants should provide adjoining property owners with an opportunity to review and provide comments on the proposed alteration/change.
- (2) Adjoining property owners should complete this section.
- (3) Comments of adjoining property owners will be considered, but are not binding on the HGCC.
- (4) Names, addresses, and signatures of all adjoining property owners should be obtained.
- (5) If modification is sought in front of a house or property, property owners located across the street should complete this section also.

Name (please Print)

Signature

Address

Comments

Name (Please Print)

Signature

Address

Comments

Name (Please Print)

Signature

Address

Comments

5. APPLICANT SIGNATURE (S)

Signature

Date

Signature

Date

THIS SECTION FOR OFFICE USE ONLY

APPLICANT NAME:	PROPERTY ADDRESS:
ACTION INFORMATION/DECISIONS	
Date Received by Covenants Committee: _____	
Received by: _____ Delivery _____ Fax _____ Mail _____ Pick Up _____ E-mail _____	
Description of Alteration or Change:	
Committee Action Summary:	
Meeting Date for Application Review: _____	
Action and Follow Up:	

Committee Decision:

_____ Approved	_____ Date
_____ Approved with Conditions	_____ Date
_____ Not Approved	_____ Date
_____ Not Approved due to incompleteness of application (May be resubmitted when Completed)	
_____ Withdrawn	_____ Date

Conditions (if applicable)
and Comments:

_____ Date

Covenants Committee Representative Signature

Date of Notification of Community Manager:	E-mail	Phone:
Date Application Returned to Community Manager:		
Date of Committee Notification of Applicant:		