

APPLICATION  
ROCKINGHAM COMMUNITY  
ARCHITECTURAL CHANGE REQUEST

Name: \_\_\_\_\_ Property Address: \_\_\_\_\_  
Owners Home Address (if different): \_\_\_\_\_  
City, State Zip (if other than Keedysville): \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION. Please outline in detail all proposed improvements, alterations or changes to your lot or home. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the committee in order to make a decision. Please submit a sketch of the proposed alterations, as it will appear when completed. You will be notified in writing of the decision of the committee within **sixty (60) days** of receipt. By approving this request, the Board of Directors is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise from the change in the property. Project must be started within **six (6) months** and completed within **twelve (12) months**.

Requesting approval for the following project (description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTACH DRAWINGS, PLANS, ETC., NEED TO BE SUBMITTED IN TRIPLICATE.

Estimated Start Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all local zoning ordinances. If approved by the Board of Directors, I agree to make the changes under the terms and conditions as specified in the letter of approval. All improvements must be on my property or property lines. If any portion of the Associations property is disturbed or damaged by either my contractor or myself, then I agree to be responsible for and to restore the common elements to their original condition(s).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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COMMITTEE USE ONLY Date Received: \_\_\_\_\_

Your request for the above change, addition or improvement has been:

- \_\_\_\_\_ Approved without exception
- \_\_\_\_\_ Approved according to the following conditions
- \_\_\_\_\_ Disapproved, see below

Subject to the following terms & conditions:

Approval Date: \_\_\_\_\_ By: \_\_\_\_\_