**VILLAS AT ROCK OAK PHASE II CONDOMINIUM ASSOCIATION**

C/O Chambers Management, Inc.

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**ARCHITECTURAL CHANGE REQUEST FORM**

Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lot/Block#:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Alteration/Change**

If you are adding a **deck**, please complete this section:

 Dimensions: Across back of house \_\_\_\_\_\_\_\_\_\_length out from house\_\_\_\_\_\_\_\_\_

 Ground Level\_\_\_\_\_\_\_\_\_ Second Floor Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Railing Height (from surface of deck) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Railing Type (check one):

 2” x 2” Picket\_\_\_\_\_\_\_\_

 Board on Board\_\_\_\_\_\_\_

 Lattice\_\_\_\_\_\_\_\_

 Other\_\_\_\_\_\_\_\_\_ Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Materials (check one):

 Pressured treated pine \_\_\_\_ (stained, painted/other)

 Other \_\_\_\_\_ Describe \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please use the space on the back to describe any additional attachments, such as lighting, to the deck.

If you are adding a **fence**, please complete this section:

 Total dimensions to be fenced in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fence type (also attach picture): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of gate (if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of materials (check one): Pressure treated pine\_\_\_\_\_

Stain/painted/0ther\_\_\_\_\_ Other \_\_\_\_ Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE:** Fences should be on property lines and encompass the entire rear yard. The location of side yard fencing will be reviewed on a case by case basis.

Applicant Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete this section: **for any other construction or modification**: (ex. Patio)

 Type of construction/modification \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dimensions ­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Type of materials (check one): Pavers\_\_\_\_\_ Brick \_\_\_\_\_ Other\_\_\_\_\_\_

**YOU MUST INCLUDE THE FOLLOWING ITEMS UPON SUBMISSION OF YOUR REQUEST:**

1. Attach a copy of your Final House Location Plat – you should have received this when you settled on your home – showing the dimensions of your property and exactly where the additional structure will be located. All markings for fences, decks or house additions must be done in a color other than dark blue or black. The requested change should be shown to scale and easy to distinguish.
2. Attach detailed sketches or design plans, including a location survey, elevations, etc. Drawings in the case of a deck should also include railings, footers, screening materials, stain, etc.
3. Attach a picture of the amenity.
4. Submission of this request does **not** give authorization to commence work.
5. Approval of any alteration shall **not** be construed as approval of the structural integrity of the alterations or addition **nor** does it relieve the applicant from acquiring the requisite permits and/or approvals from state, county and local agencies.
6. As a courtesy, and upon approval of your change request, please inform your adjoining units.

Villas of Rock Oak II ARF taken from Chamber’s website

Revised by ACC – August 2013

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Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONTINGENCIES:**

\_\_\_\_\_ This construction must begin within **six months** and be completed within

 **two months** of the date of commencement.

\_\_\_\_\_ Any **damage** to nearby common or private areas must be corrected within

 **fifteen** days.

\_\_\_\_\_ Any variations from the approved plans must be resubmitted.

\_\_\_\_\_ The homeowner is responsible for obtaining any applicable Anne Arundel

 County building permits.

\_\_\_\_\_ All changes must be made entirely within the homeowner’s property lines.

\_\_\_\_\_ The homeowner is responsible for proper upkeep of the addition/change.

\_\_\_\_\_ Please contact **“Miss Utility”** at 800-257-7777 prior to any digging.

\_\_\_\_\_ Special conditions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**CIRCLE:**

**By ACC: APPROVED/DISAPPROVED** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By BOD: APPROVED/DISAPPROVED** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Villas of Rock Oak II ARF taken from Chamber’s website

Revised by ACC – August 2013

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