

Brookeville Knolls Homeowners Association Application for Architectural Change

Name _____ **Date Submitted** _____
Address _____ **Preferred Phone #** _____
E-mail address _____

In accordance with the Declaration, By-Laws, and Architectural Guidelines referred to in the deed covering the Brookeville Knolls Homeowners Association, I/we hereby apply for written consent to make the following exterior alterations or change to the above residence.

Type of Change Requested

Select type of change from list or write-in the change under "Other."

This is a partial list of items that require approval by the HOA. Refer to the [Architectural Guidelines](#) for additional information on requirements

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Exterior Door/Storm Door | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Shed |
| <input type="checkbox"/> Chimney | <input type="checkbox"/> Fence | <input type="checkbox"/> Porch | <input type="checkbox"/> Shutters (style or color change) |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Garage Door | <input type="checkbox"/> Roof Alteration | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Generator | <input type="checkbox"/> Screening | |

Description

Provide a description of the change including location and changes to style or colors of exterior fixtures.

- Changes to decks, porches, sheds, additions, fences, screening, and generators require inclusion of a scaled site plan with the application.
- Changes to color or materials require attachment of picture showing the material and/or color to be used.

Description of Project:			
Estimated Start Date:		Estimated Completion Date:	
Signature(s):		Date:	

If more space is needed for the description, please attach additional sheets of paper.

Approval Process and Guidelines

- All approvals are for conformity with the Brookeville Knolls HOA's Declaration, By-Laws, and Architectural Guidelines only. Building Permits, engineering, water flow, and other technical issues are the responsibility of the homeowner.
- Applicants will be notified of a decision **within 30 days of submission** of a complete application.
- **Do not begin construction until the project has been approved.**
- No construction signs or marketing signs are allowed.
- Dumpsters must remain on driveway and must be emptied on a regular basis.
- **Any project that requires a county permit, and a permit is not issued, is automatically disapproved, whether the work has been completed or not.**
- Once approved, no modifications are allowed without submitting a revised Architectural Change form.

Home Owner Signature: _____ Date: _____

Submit completed application and attachments to Brookeville Knolls HOA by email or postal mail.

Email: BrookevilleKnollsHOA@gmail.com

Mailing Address: PO Box 393, Olney MD, 20830

Section below is for the BKHOA Board to complete.

Date Received: _____ Via: _____ By: _____
 Date Reviewed: _____ By: Architectural Design Committee Board of Directors
 Decision Date: _____ Approved Not approved

Reason for Approval/Disapproval:

Owner notified on: _____ Via: _____ Signed: _____ By: _____