

**ARCHITECTURAL CHANGE REQUEST APPLICATION  
WOODSTREAM EAST HOMEOWNERS ASSOCIATION, INC.**

Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_

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

Owners Home Address (if different) \_\_\_\_\_

City, State, Zip (if other than Seabrook, MD) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

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

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 alteration, as it will appear when completed. You will be notified in writing of the decision of the committee within thirty (30) days of receipt. By approving this request, the Committee 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 of such approval. You must submit a copy of the plat of your property with your request. A plat will be required for any application for a fence, deck, shed, building, wall or other structures. Indicate on the plat exactly where the improvement will be located. Requesting approval for the following project (description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH DRAWINGS, PLANS, SKETCH SHOWING DESIGN, LOCATION ON LOT, MATERIALS, DIMENSIONS AND ELEVATIONS. ANY CHANGE IN PROPERTY SET BACKS MUST BE CLEARLY DEFINED. PAINT SAMPLE MUST BE ATTACHED IF THE COLOR IS GOING TO CHANGE.**

Estimated Beginning Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

**Signatures:**

From at least two (2) property owners who are most affected by your project because they are adjacent and/or have a view of your change. Signatures indicate awareness of your project, and do not constitute or indicate approval or disapproval by the Architectural Review Committee. Should any of your neighbors have specific objections, please so indicate in the comments section.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTE: PLEASE FILL OUT BOTH SIDES OF THE APPLICATION AND OWNERS MUST SIGN THE BACK OF THIS FORM.**

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List Masonry Materials to be used: \_\_\_\_\_

List Wood Types to be used: \_\_\_\_\_

List Foundation of structure (i.e.; concrete footers, concrete slab, sand mix base etc.):

Exterior finish, materials, paint/stain (mark "SAME" if no color change.):

Area to be painted:  
(Include sketch if description is ambiguous)

I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or obeying all local zoning ordinances. If approved by the Architectural Change Committee ("ACC") I agree to make the changes under the terms and conditions as specified in the approval form. 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).

**NOTE: APPROVAL/DISAPPROVAL WILL BE BASED UPON YOUR APPLICATION AS SUBMITTED. ALL APPLICATIONS ARE DENIED UNTIL THE NEXT MEETING OF THE ARCHITECTURAL CHANGE COMMITTEE UNDER A QUORUM.**

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

Signature of Co-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: **Any changes to the original plan must be resubmitted to the ACC for approval!**

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

ARCHITECTURAL CONTROL COMMITTEE

PLEASE RETURN TO: **Woodstream East Homeowners Association, Inc.**  
C/o ProCom  
400 Serendipity Drive  
Millersville, MD 21108