

# APPLICATION FOR EXTERIOR ALTERATION DAVID LANE HOMEOWNERS ASSOCIATION

Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Owners Home Address: \_\_\_\_\_  
(if different) \_\_\_\_\_  
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. Use this form to sketch the proposed alteration, as it will appear when completed. You will be notified in writing of the decision of the committee within forty-five (45) days of receipt. By approving this request, the Board of Directors is not assuming any responsibility for the safety, construction, operations, maintenance, accident, injury or claim that may arise from the change in the property.

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Estimated Beginning Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Projected 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 Association's 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).

## PLEASE NOTE THE FOLLOWING REQUIREMENTS (HOMEOWNER' S RESPONSIBILITY):

- This construction must begin within six months of plan approval and be completed within 12 months of the date of commencement.
- Any damage to common or private areas must be corrected within 15 days.
- Any variations from the approved plan must be resubmitted before physical construction occurs.
- The homeowner is responsible for obtaining any applicable Frederick County and/or City 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.
- Maryland law requires that you contact "Miss utility" at 1-800-257-7777 prior to any digging.
- Failure to submit this application and gain approval prior to the work starting will result in a fine of \$100 assessed.

PLEASE BE SURE THAT YOU HAVE INCLUDED:

1. A copy of your lot plat showing the dimensions of the property and exactly where the additional structure will be. (You should have received a plat when you settled on your home.)
2. Detailed sketches or design plans.

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

Please submit to:  
Clagett Enterprises, Inc.  
20 W. Third Street  
Frederick MD 21701

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**Reserved for detailed sketches**

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COMMITTEE USE ONLY:

The 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:

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Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_ Final Review Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
By: \_\_\_\_\_