

WHISPERING CREEK HOMEOWNERS ASSOCIATION

c/o Clagett Management, 7540 N. market St., Frederick, MD 21701

Attention: Darby Bolt (Community Manager)

Phone: 301-695-6676 ext 1228

Fax: 301-695-9557

Email: dbolt@clagett.com, board.whisperingcreek@gmail.com

ARCHITECTURAL CHANGE REQUEST FORM

Applicant's Name: _____ Date: _____

Address: _____ Home Phone: _____

Lot/Block#: _____ Work Phone: _____

Type of Alteration/Change (Please complete section):

(a) Complete this section if you are adding a **deck**:

Dimensions: Across back of house _____ length out from house _____

Ground Level _____ Second Floor _____

Railing height (from surface if deck) _____

Railing Type (check one):

2"x2" Picket _____

Board on Board _____

Lattice _____

Other _____ Describe _____

Type of materials (check one):

Pressure treated pine _____ (stained/painted/other)

Other _____ Describe _____

*Please use the space on the back to describe any additional attachments, such as trellis, lighting, benches, and flower boxes to the deck/home

(b) Complete this section if you are adding a **fence**:

Total dimensions to be fenced in _____

Fence type (also attach picture) _____

Type of gate (if any) _____

Type of materials (check one):

Pressure treated pine _____ (stained/painted/other)

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.

(c) Complete this section for **any other construction** or **modification**:

Type of construction/modification _____

Dimensions _____

Type of materials (check one):

Pressure treated pine _____ (stained/painted/other)

Other _____ Describe _____

Please be sure that you have included:

- 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. All markings for fences, decks, or house additions must be done in a color other than dark blue or black. The request change should be shown to scale and easy to distinguish.**
- 2. Attach detailed sketches or design plans, including a location survey, elevations, etc.**
- 3. Attach a picture of the amenity. For instance if you are installing a storm door or fence, supply a picture of the style you will be installing.**
- 4. Submission of this request does not give authorization to commence work. Written approval must be obtained prior to commencing alterations.**
- 5. Approval of any alteration shall not be construed as approval of the structural integrity of the alteration or addition nor does it relieve the applicant from acquiring the requisite permits and/or approvals from the state, county and local agencies.**
- 6. Owner must provide the name of the contractor including all contact information including phone numbers and references.**
- 7. Owner must provide action plan for access to complete the work on the property from the contractor.**
- 8. Owner must provide access approval in writing from neighbors prior to construction commencing based on the action plan provided.**
- 9. The contractor will be responsible for any damage to adjoining neighbor's property and common areas, i.e. lawns, structures, curbs, driveways, paving, etc.**
- 10. A certificate of insurance must be obtained from the contractor naming Whispering Creek HOA.**
- 11. Complete cleanup and restoration of area including access to work proposed.**
- 12. The homeowner is responsible for notifying neighbors when construction is expected to begin and for gaining permission for contractors to enter the neighbor's property for possible delivery of materials or construction thru traffic.**

Use this space for any additional descriptions.