

CHARLES CROSSING HOMEOWNERS ASSOCIATION

1282 Smallwood Drive, West #506 Waldorf, Maryland 20603, (240) 419-3193

APPLICATION FOR EXTERIOR ALTERATION

OWNER'S NAME: _____

ADDRESS: _____

TELEPHONE: HOME _____ WORK _____

EMAIL: _____

ADDRESS TO BE ALTERED IF DIFFERENT FROM ABOVE:

Briefly describe the alteration(s) you propose. Please attach additional sheets as necessary. Include type of material, dimensions, color and location.

ATTACH all necessary drawings, plat, site plans, color and material samples required in the Guidelines. Check guidelines for restrictions and specifications for alterations (AECC Guidelines). Your applications approval may be delayed or disapproved if it is incomplete or cannot be clearly understood. If you need assistance in preparing your application, contact the property Management Office (240) 419-3193.

PLEASE read the second page of this application, sign and date the application and submit it to the Charles Crossing HOA, Inc.

SHOW and EXPLAIN your application to affected neighbors. **OBTAIN SIGNATURES** from those on the right and left of your home where indicated. (Not less than two (2) signatures must be obtained).

NEIGHBORS: Your signature below shows only that you are aware of this application. **IT DOES NOT MEAN THAT YOU APPROVE OF THE PROPOSAL. IF YOU DISAPPROVE**, or if you wish to discuss it with a member of the Architectural Control Committee (AECC), please circle yes or no underneath your phone number.

NAME: _____

NAME: _____

ADDRESS: _____

ADDRESS: _____

PHONE #: _____

PHONE #: _____

DISCUSSION W/AECC CIRCLE: YES NO

DISCUSSION W/AECC CIRCLE: YES NO

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By my signature I attest:

I have completed this application in good faith, and that it accurately represents this exterior alterations I propose to make.

I understand that approval of this application does not authorize me to violate any provisions of the Association's Covenants and the building and Zoning Codes of Charles County. Further, nothing in this application or its approval will be understood by me as a waiver of those restrictions.

I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is strictly at my own risk, and that I may be required to return the property to its former condition at my expense if the application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred to enforce the Covenants.

I understand that representatives of the AECC and/or Board of Directors are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.

I understand that any approval is contingent upon the work being completed in a workman-like manner.

I certify that I am owner of the above property and that if I transfer this property prior to final approval of this application by the AECC, this application shall be deemed withdrawn.

Owner's Signature

Date

SUBMIT this completed application with all necessary attachments to:
CHARLES CROSSING HOMEOWNERS ASSOCIATION
1282 Smallwood Drive, West #506
Waldorf, MD 20603

Processing of your application will normally take (4) four to (6) six weeks.
THIS IS ONLY A PRELIMINARY APPROVAL. CERTIFICATE OF FINAL APPROVAL WILL BE ISSUED ONCE FINAL INSPECTION BY AECC REPRESENTATIVE HAS BEEN ACCOMPLISHED.

The Board of Directors will approve or disapprove your application and return a copy to you. Any owner has the right to appeal the action of the AECC within ten (10) days of your receipt of the disapproval.

When your application is approved, **YOU MUST COMPLETE** the project within sixty (60) days from the start of construction. Upon completion you may apply for a Certificate of Compliance. There is a \$50.00 fee for Certificate.

AECC Action: _____

AECC Signature: _____

Date: _____

Here are the surveyor's names and numbers to
obtain a Plat.

Duley & Associates
301-888-1111

RDA – Real Estate Development Technology
Associates
301-627-3100, 301-952-8200