

**GEORGETOWN COMMONS CONDOMINIUM
APPLICATION FOR APPROVAL OF ARCHITECTURAL CHANGE**

Date: _____ Owner: (print) _____

Address: _____ Home Phone: _____ Work Phone: _____

Please provide a brief description (with contractor specifications if appropriate) of the proposed alteration, addition or replacement:

Estimated start date: _____ Estimated completion date: _____

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Information to be furnished by the contractor or person doing the work:

- 1) Name, address, & phone number
- 2) Certificate of Insurance
- 3) Copies of blue prints or drawings (showing rough dimensions and elevations when necessary) clearly showing work to be done.
- 4) Specific materials list including brand and model when appropriate (see architectural guidelines for specific requirements for typical variance requests).

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For the Homeowner: Please keep a copy of this request for your records and deliver this application to the resident manager's office at 31 Huxley Way. It will be forwarded to the Architectural / Landscaping Review Committee for approval. Any approval granted hereunder is subject to final inspection and approval of the completed work by the Board of Directors within 30 days following written notification of completion which must be on or before the above listed completion date. The homeowner will be responsible for the quality of construction repair of any Condominium Property damage during the construction, maintenance, upkeep and replacement of any architectural change.

Any modification or variance effected with approval hereunder shall be maintained by the homeowner in a manner satisfactory to the Board of Directors and shall not be further modified or removed without additional approval.

Signature of Homeowner: _____ Date: _____

THIS SECTION TO BE COMPLETED BY THE ARCHITECTURAL COMMITTEE:

Date Received: _____

Were all required materials furnished and reviewed as required? Yes No

Comments: _____

This request including attachments is:

- Approved subject to final inspection
- Approved with restrictions (see attachments)
- Denied

Signed _____ Date: _____

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FINAL INSPECTION CONDUCTED BY: _____ Date _____

- APPROVED
- DISAPPROVED

Comments: _____

Signed _____ Date: _____