

ARCHITECTURAL APPLICATION CHECK-OFF SHEET

The association cannot process your architectural application unless the following required documents are presented *WITH* the application. **Submit the completed application with required documents in ONE PDF FILE ONLY.**

Please note: This is a general check-off sheet for some of the popular exterior changes in your community. If there is something not listed, you can always submit an application for the Board/Committee to review. If you have any questions on an exterior change that is not listed you can contact your community administrator at kbrown@cviinc.com directly for instructions on what should be submitted with your application.

DOORS/WINDOWS

- ___ Brochure picture of window/door style
- ___ Picture of house showing current door/windows
- ___ Color information w/samples (if any)
- ___ Proposal/contract

LANDSCAPING (borders/plantings/removals)

- ___ Photo showing current look
- ___ Materials w/samples if approp.
- ___ Location
- ___ Proposal/Contract

DECK/PATIO

- ___ Brochure picture of patio/bricks
- ___ Plat Map
- ___ Materials
- ___ Size
- ___ Location
- ___ Deck Proposal/Contract
- ___ Current photo of backyard & house

FENCE

- ___ Brochure picture of fence style
- ___ Plat Map
- ___ Materials
- ___ Size
- ___ Location
- ___ Fence Proposal/Contract
- ___ Current photo of backyard & house

COLOR CHANGE

- ___ Color chip/sample of proposed color
- ___ Color photo of current house colors

SOLAR PANELS

- ___ Current photo of home
- ___ Solar Panel Plans/Contract

SHED

- ___ Brochure picture of shed
- ___ Plat Map
- ___ Materials
- ___ Size
- ___ Location
- ___ Current photo of backyard & house

ROOF REPLACEMENT

- ___ Current photo of roof (street view)
- ___ Roofing contract – noting the style and color of the proposed roofing shingles.

Architectural Modification Form

Addition or Modification
Request for Structural\Landscaping

Please submit to:
Springfield Manor Homeowners Association
c/o CVI
6300 Woodside Court, Suite 10, Columbia, MD 21046
kbrown@cvinc.com F) 301-596-2082 P) 301-596-2600

Date _____

Name: _____ **Email Address:** _____

Street Address: _____

Phone # Home: _____ **Cell:** _____ **Work:** _____

Description/Diagram of Modification Required: You must include a description and a diagram (sketch) of modification. Please attach a separate sheet.

Date of expected Completion: _____

Contractor: _____

I (we) acknowledge and agree that I (we) will be solely liable for any claims, including and without limitation, for property damage or personal injury, which may result from the requested addition or modification. I (we) hereby indemnify the homeowners associations from, and against, any and all such claims. I (we) understand and acknowledge that I (we) am (are) responsible for complying with all applicable building codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further, that I (we) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

Per the Declaration, please allow twenty-five (25) days for review and decision.

(Signature of Owner)

(Signature of Co-Owner)

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ACTION BY THE ARCHITECTURAL COMMITTEE

Date Received: _____

Approved as requested.

Approved subject to the following conditions\modifications:

 Disapproved for the following reasons: _____

Date Unit Owner(s) Notified: _____

BOARD APPROVAL _____

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Notification by homeowner in writing that work is completed. _____

Inspection by Architectural Committee _____