

REQUEST FOR EXTERIOR MODIFICATION
Chester Grove

In accordance with the Declaration and By-laws of the association, subject to and in accordance with the Rules, Regulations, Guidelines and Procedures of the Association, I/we hereby apply for written consent to make the following exterior alterations or changes to the premises.

Please Print

Owner's Full Name: _____ **Date:** _____

Property Address: _____

Telephone: **(Home)** _____ **(Work)** _____

A. Modifications and Type of Materials to be used: Brief description must include specifications necessary for the Architectural Control Committee (ACC) to thoroughly understand the request (e.g.: height, width, length, size, shape, and color, etc.)

B. The following full and completed attachments must be included with this form:

1. Plans, Sketches, photo or catalogue illustration showing dimensions.
2. Plans and sketches marked showing the position of alterations to the house (e.g. Plat of property with illustration showing property lines)

C. I/We have read and understand the 13 points of the Owner's Acknowledgment and agree to comply with each point. Following non-compliance of the 13 points shall be hearing between the ACC and the homeowner. If the Committee finds that the homeowners is in violation of the 13 points of the compliance, modification of construction shall be removed by the homeowner 45 calendar days, from date of hearing. Following non-removal in 45 calendar days, the Committee reserves the right to have violation removed and property restored to its pre-existing condition and expenses charged to the homeowner.

Homeowner's signature

_____ e-Mail Mycommunity@rgnmanagement.com
Mail request to: RGN Management, LLC (Chester Grove)
9701 Apollo Drive, Suite 107
Largo, MD 20774
(301)-583-7755

For Committee Use Only: _____ Date received by ACC: _____

() Approved () Disapproved () Approved with Modification () Return for additional Information

Comments: _____

Committee Signature: _____

I/we understand that:

1. Materials herein contained shall represent alterations which comply with the zoning and building codes of Prince George's County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification such ordinance.
2. No work shall commence until written approval of the Architectural Control Committee. The Architectural Control Committee and/or the Board of Directors has the absolute right to request additional information, designs, or any other information as may be necessary.
3. Any construction or exterior alterations made before approval of this application is not allowed. If alterations are made, I/we may be required to return the property to its pre-existing condition at my/our expense, and that I/we may be required to pay any legal expenses incurred by the Association.
4. Approval is contingent upon all work being completed in a professional workmanlike manner. Work shall conform to industry standard construction practices.
5. Members of the Architectural Control Committee may make routine inspections.
6. A copy of this Request for Exterior Modification shall be returned to me/us after review an approval by the Board of Directors.
7. This request is subject to restrictions of the Covenants and the review process as established by the Architectural Control Committee.
8. Work must be completed one year from date of approval.
9. All proposed improvements must meet County codes and building permits must be secured by the applicant.
10. Any variation from the original specifications applied for in the application must be resubmitted for approval.
11. Any construction or exterior alteration must be erected within property lines. [It is recommended that sheds should be located at least 2 feet from the property line.]
12. The application is signed by all property owner/s of record.

_____	_____	_____	_____
Owner of Record	Address	Telephone #	Date
_____	_____	_____	_____
Owner of Record	Address	Telephone #	Date

13. Consent of "abutting lot" property owner is required. Please have homeowner's sign below:

_____	_____	_____	_____
Name/Owner of Lot # 1 [] Check if vacant	Address	Telephone #	Date
_____	_____	_____	_____
Name/ Owner of Lot #2 [] Check if vacant	Address	Telephone #	Date