

**Exterior
Alteration
Application**

Exterior Alteration Application
Fox Chase Townhouse Association

Architectural Review Committee

Owner Name _____

Address _____

Phone (Home) _____ (Work) _____

Planned Alteration(s) _____

Instructions:

1. Any approval is contingent upon work being completed in a workmanlike manner in **EXACT** compliance with all terms and conditions of this approval, unless an amendment is requested by the applicant and approved by the Architectural Review Committee. The Architectural Review Committee will inspect construction for compliance with this approval.
2. The Architectural Review Committee charges a \$25.00 processing fee for major alterations. A major alteration includes a deck, fence, shed and patio. The fee is waived for minor alterations (i.e. storm door). The fee must be in the form of a check or money order made out to "Fox Chase Townhouse Association" and be submitted with the application in order for the application to be considered.
3. The following items must be submitted along with the application for approval to be processed. If any of those items are missing, the Architectural Review process cannot be started until all necessary items are provided.
 - **Site Plan** - with dimensions showing lot boundaries, present structures and proposed alterations. An enlarged view of the site plan is recommended.
 - **Scale Drawing** - of proposed construction with dimensions of all sides and elevation. Please include color and material type.
 - **A.A. County Building Permit** - if applicable. A permit is necessary for a deck, fence, shed or patio. For a patio, a permit is not necessary if built under 8 inches from ground level, and no footers are needed for construction.
 - **\$25.00 Processing Fee**
4. This application and attachments(noted above) should be mailed to:

Foxchase Townhouse Association
6999 Reisterstown Road, Suite 1
Baltimore, Maryland 21215
5. It is recommended that you obtain an acknowledgement from the owners of the property adjacent to your own. These signatures are optional.

Name: _____ Name: _____

Address: _____ Address: _____

6. Please refer to the Exterior Alteration Guidelines for specifications of acceptable alterations.

7. **CAUTION:** Exterior alterations begun without prior approval of the Architectural Review Committee are considered to be in violation of the Covenants, and are done at the applicants own risk.

Having read the instructions, I have completed the application form in good faith and it accurately represents the exterior alteration(s) I propose to make. I understand that any approval is contingent upon work being completed in a workmanlike manner within six (6) months, or the approval may be rescinded.

(OWNER'S SIGNATURE)

(DATE)

Determination of the Architectural Review Committee:

Approved as submitted.

Approved, with comment _____

Denied, for the following reasons: _____

Signature: _____

Date: _____

Note: If you disagree with the Architectural Review Committee's decision, you may appeal to the Board of Directors.