

**APPLICATION**  
**Whitehall Square Homeowners Association, Inc.**  
**Architectural Change Request**  
(Please complete pages 1 and 2 if printed on separate pages)

Resident's Name \_\_\_\_\_ Property Address \_\_\_\_\_  
Owner's Name (if different than above) \_\_\_\_\_ Lot Number \_\_\_\_\_  
Owner's Home Address (if different) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

**DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION.**

Please describe in detail all proposed improvements, alterations or changes to your Lot or townhome. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, with the location of the modification marked including but not limited to, color(s), size(s), specifications, materials, location and any other pertinent information as indicated per the Guidelines and as may be needed by the Architectural Design Control Committee in order to make a decision. Note: You must submit a copy of the plat/townhome location survey of your property with your request. Indicate on the plat/townhome location survey exactly where the improvement will be located. You will be notified in writing of the decision of the Committee within sixty (60) days of receipt.

Type of Improvement/Modification: \_\_\_\_\_

Purpose of Improvement/Modification: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

**Neighbors' Acknowledgements:**

You are requested to obtain the signatures of both townhome owners who reside directly on each side of your townhome. Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Lot/Block: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**Owners' Acknowledgements:**

I/we understand and agree to all of the items below

1. That approval by the ADCC shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. That approval by the ADCC does not relieve me of the responsibility of: (1) obtaining any and all necessary Building Permits & Variances, (2) observing and complying with all County and/or local building and zoning code and ordinance requirements and that (3) such ADCC approval shall in no way be construed as to pass judgment on whether the proposed change is in accordance with any or all applicable building and zoning codes of Montgomery County.

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3. That it is my responsibility and obligation to contact *Mtss Utility* prior to construction and to construct the improvements in a workmanlike manner.
4. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ADCC to disapprove the use of such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other application.
5. That no work on the proposed change shall begin until written approval of the application submitted herewith is approved in written by the ADCC, that I am responsible to advise any and all contractors I employ that work cannot commence until the ADCC approval is received and that I will provide the contractor a copy of the written approval of the ADCC. If any work is started on the proposed improvement on my Lot prior to my receipt of written approval, I will be subject to a fine in the minimum amount of \$100, which may be increased each day until the matter is resolved and approval is granted. Furthermore, I may be required to return to the property to it's former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
6. That there shall be no deviations from the plans, specifications, and location approved by the ADCC without prior written consent of the ADCC; any variation from the original application must be resubmitted for approval.
7. That I authorize members of the ADCC to enter upon my Property to make one or more route inspection(s).
8. That construction or alterations with the approved plans and specifications must commence within six (6) months of the date this application is approved and be completed within six (6) months after commencement of work, otherwise, the approval by the ADCC shall be deemed conclusively to have lapsed and to have been withdrawn.
9. That I am responsible for any damage and all cost to repair community property that results from the proposed modification by either myself or my contractor(s).
10. The Board of Directors, ADCC, and Whitehall Square HOA are not responsible for safety, construction, operation, maintenance, accidents, injuries, or other claims that may arise from the proposed change to the Property

I/we understand that it is my responsibility to inform the contractor that I chose for this proposed improvement of these approval requirements for exterior modifications. I have or will instruct the contractor not to commence any work without seeing and signing off on the acknowledgment of the approval from the ADCC for the modification requested herein.

If I/we have not yet engaged a contractor for the proposed improvement, I hereby undertake to inform the contractor of the application and approval requirements for the exterior modifications and have the contractor understand and agree to the above before any work is begun.

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(must be signed by Owner listed on Deed for above property)*

Property Co-Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(must be signed by Co-Owner listed on Deed for above property)*

PLEASE SUBMIT TO:  
**VISTA MANAGEMENT Co, Inc**  
**1131 University Blvd, West**  
**Suite 101**  
**Silver Spring, MD 20902**

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**COMMITTEE USE ONLY:** Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Tracking # \_\_\_\_\_

Your request for the above change, addition or improvement has been:

\_\_\_\_\_ Approved as per the conditions on the attached letter and any accompanying documentation  
\_\_\_\_\_ Disapproved, see attached letter  
\_\_\_\_\_ Denied, no action taken as additional information is required per attached letter

By: \_\_\_\_\_  
Whitehall Square Homeowners' Association, Inc.

Date: \_\_\_\_\_