

FOXCHASE TOWNHOME ASSOCIATION

ARCHITECTURAL CHANGE REQUEST

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*Please complete all pages of this form and submit it in one of the following ways:
Brodie Management, Inc., 110 Padonia Road #202, Cockeysville, MD 21030
Fax to (410) 296-1289 or E-mail to MDavenport@brodiemgmt.com.*

PLEASE PRINT: Name: _____

Unit Address: _____ Phone Number: _____

Email: _____

Draw proposed changes or modifications below. Provide an aerial view and side view if applicable.

Provide a narrative description of the proposed changes or modifications:

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Attach a copy of the manufacturer's material specifications or provide a sample of materials if available. Any requests to alter the physical structure of the building require that you submit detailed specifications/drawings from your contractor with this request in order for the request to be considered.

Instructions:

1. 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.
 - **Site Plan** with dimensions showing lot boundaries, present structures, and proposed alteration. An enlarged view of the site 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 necessary if built below 8 inches from ground level, and no footers are needed for construction.

2. Mail the items listed above to:

*Brodie Management, Inc.
110 Padonia Road #202
Cockeysville, MD 21030*

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

It is recommended that you obtain an acknowledgment from the owners of the property adjacent to your own. These signatures are optional.

NAME: _____ ADDRESS: _____
NAME: _____ ADDRESS: _____

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Complete and Sign

I understand the unit owner is responsible for all costs, future maintenance, and any damages resulting from or relating to the installation of the proposed request if it is approved; and understand that responsibilities pass on to all future owners of this unit. The proposed changes must meet any and all codes, permits, or other requirements deemed necessary by the County, State, or other governmental authority. I will be responsible for complying with all licenses, permits, or code provisions as required by law. I understand that the Foxchase Townhome Association is not responsible for obtaining any permits, licenses, or any other requirements controlled by any governmental agency/authority. I understand that the changes requested **ARE NOT AUTHORIZED** until the Foxchase Architectural Committee approves this request and **I WILL NOT PROCEED WITH ANY WORK UNTIL I RECEIVE WRITTEN APPROVAL.**

ESTIMATED START DATE _____ ESTIMATED COMPLETION DATE _____

Unit Owner Signature Date

Recommendations:

Chairperson, Architectural Committee Approve Conditional Approval Deny

Board Liaison, Buildings & Structures Approve Conditional Approval Deny

Board Liaison, Grounds Approve Conditional Approval Deny

Note: In the event all of the above recommendations do not agree to approve or deny this request, the Covenants Committee Chairperson shall bring the matter before the Board of Directors for resolution at the next scheduled monthly Board meeting.

Action:

_____ Approved

_____ Denied (See reason(s) for denial on attached enclosure)

_____ Approved subject to the following conditions:

Chairperson, Covenants Committee Date