

# Chartridge Community- Architectural Change Request Form

**Please note:** You can e-mail your request directly to [architecture-committee@chartridge.com](mailto:architecture-committee@chartridge.com) for a quicker response.

Return form to: Chartridge Community Association – ACC, 455 Retford Dr., Severna Park, MD 21146  
or [architecture-committee@chartridge.com](mailto:architecture-committee@chartridge.com)

1. **Name** \_\_\_\_\_ **Date** \_\_\_/\_\_\_/\_\_\_

**Street address** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email address:** \_\_\_\_\_

2. **Describe the Proposed Change:**

3. **Start Date:** \_\_\_/\_\_\_/\_\_\_

**Completion Date:** \_\_\_/\_\_\_/\_\_\_

4. **If applicable, indicate color of items being replaced or repainted and attach the corresponding paint chip(s) (a web address for a sample is acceptable).**

<b>Item being changed</b> (i.e. roof, siding, shutters, gutters, doors, fence, etc.)				
<b>Existing Color</b>				
<b>Proposed Color</b> (if same as existing color, just put "same")				

5. **Attach the following when requesting structural additions, changes, or alterations:**

- A site map or survey showing the project's location with respect to the house, sidelines, property lines, neighboring homes, and street;
- A blue print, plan, or sketch indicating the project's dimensions and design;
- A list of materials to be used and the type of finish, paint, and/or stain.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- Projects must begin within six (6) months of approval and be completed within six (6) months after commencement unless otherwise indicated.
- Homeowners are responsible for correcting any damage to nearby common or private areas resulting from this project or from project related changes in drainage within fifteen (15) days of discovery.
- Homeowners are responsible for 1) complying with the Chartridge homeowner's covenants 2) complying with Anne Arundel County Building Code and Permit requirements, and 3) assuring contractor adherence to 1&2.
- Contact "Miss Utility" at 800 257 7777 prior to any digging.

**Committee use only:** date received: \_\_\_/\_\_\_/\_\_\_ (circle one) accepted rejected

Comments:

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_