

**Brookeville Farms Homeowners Association
Architectural and Environmental Review Committee**

Owner's Name _____ Home Phone _____

Address _____ Work Phone _____

_____ Lot Number _____

e- mail address _____

Instructions:

Please provide a detailed description of the proposed change to your property. Include drawings, plans, dimensions, construction materials, color(s), finish and appearance. Enclose a copy of the surveyor-certified plat for your property that indicates existing property lines and dimensions. Indicate the location and dimensions of the change on the plat. Include set-back distances from the property lines.

Change:

Description (attach additional information, plans or sketches as needed)

Permits:

The Montgomery County Department of Permitting Services requires homeowners to obtain building permits for the installation of additions, decks, fences, skylights, pools, sheds, or other alterations. The homeowner is responsible for obtaining all necessary permits. The AERC disclaims any and all responsibility for whether the requested change complies with applicable laws, regulations, or building codes.

HOA requirements:

The Brookeville Farms HOA Covenants, Conditions, and Restrictions require that homeowners obtain approval from the AERC prior to beginning construction of any addition or alteration to a property.

The AERC reserves the right to contact homeowners who share property lines and /or have a direct view of a proposed change to solicit opinions regarding the change prior to approval.

Applicant's Acknowledgment:

By signing this application for change I testify that I am the legal owner of the property. I acknowledge that I am solely responsible for building permits, engineering, water drainage, and/or any aspect of the work that might require professional or technical consultation/approval.

I understand that the AERC and the HOA, by approving this request, do not assume any responsibility for any bodily injury or property damage that may occur in the course of, or as a result of, the approved work. I understand that I must obtain in advance the express written permission of the Board if I or any of my contractors, employees, or agents require access through any Common Areas (not including public roads and right-of ways) in order to accomplish the approved work. In the event such permission is sought and granted, I agree to restore the Common Area to the same condition as it was prior to the commencement of the project.

If my application is approved, I fully understand that the approval is only for what is indicated on this form, and is based upon the facts that I have presented.

Owner's Signature _____ Date _____

For AERC committee use only

Date received _____ Notification Date _____

Action Taken:

Approved
Comments _____

Disapproved
Comments _____

Disapproved as incomplete
The following additional information must be provided before this application can be considered: _____

