



Application for Improvement to Property

Sun Valley Estates Homeowners Association

P.O. Box 1013
Waldorf, MD 20604

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Board of Directors

Dean Larson
President

Edward Vaughn,
*1st Vice President/
Chair, ARC*

Lawyer Lawson
*Treasurer/
Secretary*

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Please complete the items listed below and include **two (2) copies** of this form with plans submitted for preliminary review.

Date: _____

Name of Lot Owner: _____

Address of Lot: _____

Lot #: _____

Owner Phone
Number: _____

Contractor Name &
Mailing Address: _____

Contractor Phone
Number: _____

Anticipated Start &
Finish Date: _____

Brief description of
improvement: _____

Items to be submitted for Review:

1. Site plan/plat showing areas of improvement and dimension specifications.
2. Plans and specifications for improvement projects. (House additions will require blue-prints, floor plans, elevations, etc.)
3. Color scheme of requested improvement.
4. Specific types of materials to be used, to include wood and stain types and other construction materials to be used.
5. Elevation plan of excavation or change in grading (if applicable)
6. Description of plantings or landscaping to be removed, altered or added (if applicable)
7. Copy of building permit when obtained (if applicable) or other special permits where necessary
8. All other materials relevant to the requested improvement.
9. **A check in the amount of \$100.00 – of which \$75.00 will be refunded upon review and approval of completed improvement.**

Final approval will be based upon information supplied in or with the application. This approval is limited to design criteria as set forth in Article VII of the Declaration of Covenants, Conditions and Restrictions of the Sun Valley Estates Homeowners Association.

All Applications for Improvement **must** be mailed to the Sun Valley HOA's Post Office Box, see page 1 for address. The deadline for submission will be the first of each month. The Board of Directors has forty-five (45) days from the date a **COMPLETE** Application for Improvement is received to make a determination of action.

I understand that I MUST wait for receipt of your written approval of this application before beginning the foregoing improvement and that approval of such improvement does not release us of our obligations to ensure compliance with all local, state or federal ordinances.

ALL EXTERIOR WORK MUST BE COMPLETED WITHIN SIX (6) MONTHS FROM THE DATE OF THE APPROVAL LETTER.

 Lot Owner Signature Date

ACKNOWLEDGEMENT: Please obtain signatures of adjacent and/or visually affected neighbors wherever possible. Acknowledgement indicates awareness of intent, not necessarily approval or disapproval.

_____ Printed Name	_____ Signature
_____ Printed Name/Title	_____ Signature
_____ Printed Name/Title	_____ Signature

Architectural Committee Action _____ Recommend approval as Submitted _____ Recommend approval with the attached stipulations _____ Recommend disapproval	Board of Directors Action _____ Approved as Submitted _____ Approved with the attached stipulations _____ Disapproved
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By:

_____ Printed Name/Title	_____ Signature	_____ Date
_____ Printed Name/Title	_____ Signature	_____ Date
_____ Printed Name/Title	_____ Signature	_____ Date