

**Seneca Forest Architectural Committee
c/o The Management Group Associates, Inc.
20440 Century Boulevard, Suite 100
Germantown, Maryland 20874**

Architectural Change Request Form

Applicant's Name: _____ Date: _____

Address: _____ Home Phone: _____

Lot: _____

Type of Alteration/Change: (Please check one)

- | | | |
|--------------|-------------|-----------------------------|
| Second Story | Deck _____ | Complete Section (a) below. |
| Ground Level | Deck _____ | Complete Section (a) below. |
| | Patio _____ | Complete Section (c) below. |
| | Fence _____ | Complete Section (b) below. |
| | Other _____ | Complete Section (c) below. |

(a) Complete this section if you are adding a deck:

Dimensions: Across back of house _____ Length out from house _____

Distance from party wall to deck (at least 1 ft) _____

Railing Height (from surface of deck) _____

Railing Type (check one):

_____ 2" x 2" Picket

_____ Board on Board

_____ Lattice

_____ Other (Describe) _____

Type of Materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

Please use the space on the back to describe any additional attachments, such as a trellis, lighting, benches, flower boxes to the deck/home.

(b) Complete this section if you are adding a fence:

Dimensions: Total dimensions to be fenced in _____

Fence type (check one):

_____ Board on board – to match existing fence

_____ Other (Describe) _____

Type of Gate (if any) _____

Type of materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

(c) Complete this section for any other construction or modification:

Type of construction/modification _____

Dimensions _____

Type of materials (check one):

_____ Pressure treated pine (unstained/unpainted)

_____ Other (Describe) _____

Please use space on back to describe the change(s) in as much detail as possible (use additional paper if necessary).

PLEASE BE SURE THAT YOU HAVE INCLUDED:

- (1) A copy of your lot plot – you should have received this at settlement – showing the dimensions of the property and exactly where the additional structure will be.
- (2) Detailed sketches or design plans.

USE THIS SPACE FOR ANY ADDITIONAL DESCRIPTIONS (Not detailed drawings):

Homeowner Signature

FOR COMMITTEE USE ONLY

Date Received: _____ Received By: _____

Architectural and Environmental Control Committee Action Taken:

Your request for approval of _____
has been APPROVED DISAPPROVED (Circle one)

Association Representative

Comments:

- This construction must commence within six months and be completed within one year of the date of this approval.
- Any damage to nearby common or private areas must be corrected within fifteen (15) days.
- Any variations from the approved plans must be resubmitted.
- The homeowner is responsible for obtaining any applicable Montgomery County building permits.
- All changes must be made entirely within the homeowner's property lines.
- The homeowner is responsible for proper upkeep of the addition/change.
- Please contact Miss Utility at 800-257-7777 prior to digging.
- Special conditions: _____

