

**Architectural Modification Form
Addition or Modification
Request for Structural\Landscaping**

**Please submit to:
Middletown Manor Homeowner Association, Inc.
P.O. Box 502
Sparks, Maryland 21152
mmhoaboard@gmail.com**

Name:

Date:

Street Address:

Telephone Number: Home:

Work:

Description/Plans of Modification Required: You must include plans and specifications showing the nature, kind, shape, height, materials, color and location of modification (s), Please attach a separate sheet.

Modification #1:

Date of expected Completion:

Modification #2:

Date of expected Completion:

Modification #3:

Date of expected Completion:

Contractor:

SIGNATURES

Applicant: Obtain the acknowledgment of four (4) homeowners who are most affected because they have a view of your change. Include adjacent homeowner(s). If any adjacent property is tenant- occupied, indicate "tenant" next to the Name (and include address); MM HOA will notify the homeowner of your application. If an adjacent homeowner refused to sign, indicate "declined" next to Signature.

Attention Signer: Your signature below indicates an awareness of the applicant's intent and does not constitute approval or disapproval of the proposed change. Any comments you wish to be considered regarding this application must be made in writing to the mailing address above, within five (5) days of the request to sign below.

Name _____ Signature _____

Lot # ____ Address _____ Phone (optional): _____

Name _____ Signature _____

Lot # ____ Address _____ Phone (optional): _____

Name _____ Signature _____

Lot # _____ Address _____ Phone (optional): _____

Name _____ Signature _____

Lot # _____ Address _____ Phone (optional): _____

I (we) acknowledge and agree that I (we) will be solely liable for any claims, including and without limitation, for property damage or personal injury, which may result from the requested addition or modification. I (we) hereby indemnify the homeowners associations from, and against, any and all such claims. I (we) understand and acknowledge that I (we) am (are) responsible for complying with all applicable building codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further, that I (we) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

(Signature of Owner)

(Signature of Co-Owner)

ACTION BY THE ARCHITECTURAL COMMITTEE

(Date Received)

() Approved as requested.

() Approved subject to the following conditions/modifications:

() Disapproved for the following reasons: _____

Notification to Unit Owner(s) on _____ (Date) _____ (Signature)

HOA Dues payments up to date ____ Yes ____ No

BOARD SIGNATURE _____

Notification by homeowner in writing that work is completed. _____

Inspection by Architectural Committee. _____