

# Chaplin Woods Homeowners Association Inc.

P.O. Box 63641, Washington D.C. 20029-3641 Email: board@chaplinwoods.org  
Tel: (202) 558-5284

## Architectural Change Request

There is much to consider when it comes to members making changes to their homes or units. The HOA needs to ensure all such installations conform to the character and quality of the community and that they are done in a professional manner. Of particular importance is that maintenance, repair and replacement responsibility remains with the owner. The following Architectural Change Request includes the kinds of things that need to be considered to ensure both the needs of the HOA and the owner are met.

### Architectural Change Request

I would like approval for the following  addition or  
 modification to my home/unit:

- Exterior Paint Color(s)** (attach color chips for body and trim)
- Landscape Modification** (attach Landscape Plan)
- Fence** (attach Building Plans showing location)
- Awning**

Location: \_\_\_\_\_

- Patio/Deck** (attach Building Plans)
- Storm/Security Door**
- Water Feature**

Describe: \_\_\_\_\_

- Other**

Describe: \_\_\_\_\_

- Attach** (as applicable)

- Building Plans
- Site Plan
- Building Permit
- Electrical Permit
- Plumbing Permit
- Landscape Plan
- Brochure describing installation and/or material
- Copy of Contractor's General Liability Insurance Certificate
- Copy of Contractor's Workman's Compensation Insurance Certificate
- Contractor's State License #: \_\_\_\_\_
- Other: \_\_\_\_\_

Desired Start Date: \_\_\_\_\_, 200\_\_

Expected Completion Date: \_\_\_\_\_, 200\_\_

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## Conditions for Review and Approval

1. All installations must be of professional design, quality and material.
2. All installations must comply with conditions described in the [Architectural Design Policy](#)
3. All installations must comply with local building codes and ordinances.
4. Installations requiring a Building Permit must have building plans, required permits and Contractor Agreement attached, if applicable.
5. All contractors used must be properly licensed, bonded and insured.
6. Undersigned is responsible for including all appropriate information with application. Failure to do so will delay the review until it is provided.
7. Construction work which creates noise may only take place Monday-Friday from 8 am to 5 pm.
8. Owner/Contractor is responsible for daily clean-up.
9. No work may commence without written approval of the Architectural Review Board/Committee.
10. Requests require 30 business days for review.

I agree with to all Conditions for Review and Approval. I understand that I am responsible for all maintenance and repair of the requested addition/modification and such responsibility will be passed on to future owners of my property. I request that the Architectural Review Board/Committee review and approve my application.

Name: \_\_\_\_\_

Email \_\_\_\_\_

Address: \_\_\_\_\_

Phone (Home) \_\_\_\_\_

Phone (Work) \_\_\_\_\_

Date: \_\_\_\_\_, 200\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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**FOR COMMITTEE USE ONLY**  
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Date: \_\_\_\_\_, 200\_\_

Approved by: \_\_\_\_\_

Denied by: \_\_\_\_\_

Reason(s) for Denial:

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