

Architectural Application Checklist & FAQ's

Hello,

We are excited that you are making improvements to make your house more of a home and are appreciative of you also following the association's guidelines and asking for approval before making your change/upgrade. We are committed to making this process move along as quickly and easily as possible. To assist us in achieving this goal, we have put together a checklist of necessary documents as well as some Frequently Asked Questions.

- ✓ Please ensure you include **PICTURES** of what you are looking to install/change etc. The picture should be a **true representation** of the style, color, etc. of your requested change. The picture(s) can be one(s) supplied by your contractor as part of a brochure, or can be googled/located online. Pictures are **required** for ANY change requested. Your package will not be considered completed until a picture(s) is/are included.
- ✓ Please ensure that specific dimensions are included for any change to exterior land/yard areas.
- ✓ Please include site drawings for your lot for any exterior land/yard changes requested.
- ✓ Please ensure colors are specified in your request both in writing and provide samples of colors whenever possible and specifically if they differ from specified approved colors
- ✓ Finally, please remember to check the Association guidelines before submitting your request, this will help ensure your request adheres to established policies and will help streamline the process.

- ✓ Check if there are specific approved scopes already for your requested change. If so, make sure your request matches them.

Q: How long will my request take to get approved?

A: The association has up to sixty(60) days to approve a COMPLETE application. Once you submit your application, management will respond to confirm receipt of your initial request. We will follow up to confirm that your package is completed once it is reviewed. Please note that the timeline for approval does not begin until your package is confirmed as being complete. Your board works hard to quickly review all requests, but please be patient while the various volunteer members review and respond.

Q: What if I change my contractor of choice?

A: The new contract with scope of work should be supplied for record to the management company. A resubmission will need to be made for the application to be re-reviewed IF the scope of work with the new contractor changes.

Q: Do I need to get a permit for my work?

A: Your licensed contractor will/should advise you on any permit or code requirements through the County or State municipal authorities. Your Condominium/HOA architectural request is **only** being reviewed for



PO Box 1029 Glen Burnie MD 21060
PH. 410-508-3819 Fx. 866-736-1926
info@metropolitanmgmt.com
www.metropolitanmgmt.com

adherence to the community's Architectural guidelines and does not take into account any other laws, codes or guidelines.

Q: I heard from a board member/committee member/neighbor that my request was approved, can I start work?

A: You must make sure your approval is confirmed in writing by the management company before you can schedule work to begin. This protects you and the association.

Thank you again for your cooperation in following the proper exterior change process for your community. Your compliance helps us all maintain a cohesive and attractive community! Please note that having a complete application is the only way to ensure your application is processed. Failure to provide the documents in the checklist(s) will result in your application not being processed and returned to you for completion.

I have read and understood this process and FAQ's

Signature: _____ Date _____

Name: _____

Address: _____