

ARCHITECTURAL APPLICATION CHECK-OFF SHEET

The association cannot process your architectural application unless the following required documents are presented *WITH* the application.

Please note: This is a general check-off sheet for some of the popular exterior changes in your community. If there is something not listed, you can always submit an application for the Board/Committee to review. If you have any questions on an exterior change that is not listed you can contact your community administrator skennedy@vviinc.com directly for instructions on what should be submitted with your application.

DOORS/WINDOWS/DOOR HARDWARE

- Brochure picture of window/door style
- Picture of house showing current door/windows
- Color information w/samples (if any)
- Style details – proposal/contract

COLOR CHANGE

- Color chip/sample of proposed color
- Color photo of current house colors

PATIO/BALCONY

- Brochure picture of patio/bricks
- Plat Map
- Materials
- Size
- Current photo of condo

FENCE

- Brochure picture of fence style
- Plat Map
- Materials
- Size
- Location
- Current photo of condo

MISCELLANEOUS

- Camera
- Security Bars
- Satellite Dish

HUNTING RIDGE CONDOMINIUM ASSOCIATION, INC.



6914 Hanover Parkway
Greenbelt, MD 20770
301-345-1777
301-345-6001 (fax)

ARCHITECTURAL VARIANCE REQUEST APPLICATION

DATE: _____

OWNERS NAME: _____
Print Signature

ADDRESS: _____

HOME TELPHONE #: _____ **DAY TELEPHONE #:** _____

NOTE TO APPLICANT: Mail or deliver your completed application and any samples/exhibits to the Hunting Ridge Condominium On-Site Office at 6914 Hanover Parkway, Greenbelt, MD 20770. Once approved you will be notified in writing.

TITLE OF PROPOSED CHANGE: _____

DESCRIPTION OF PROPOSED CHANGE: Owner, please describe and/or sketch proposed variance below. Please note contractor's name, expected start and completion date. For window replacement please note which windows are being replaced. All dimensions of existing openings and the openings when completed must be submitted before your request will be considered. Drawings should be to scale. If more room is needed, please use back of form.

Recommended Approval ()
Recommend Disapproval ()

Date: _____
Management Agent, CVI

Approved ()
Disapprove ()

Date: _____
President, Board of Directors, HRC