

# Welbourne Manor Home Owners Association

## Request for Approval of Modifications or other Construction

### Instructions

1. Provide all information requested below.
2. Attach a complete set of plans and specifications detailing the modification. The plans must include (i) a site plan showing the location of all existing structures on the property and the location of the proposed improvements; (ii) a drawing of exterior elevations for any proposed structures, landscaping or other improvements; and (iii) the specifications of the materials, color scheme and other details affecting the exterior appearance of the proposed structures, landscaping or other improvements. The plans must be of good quality and accurately and precisely describe the proposed activity that is subject to review, so as to enable the Committee's review of the plan and compliance with the plan.
3. Submit two copies of this completed form and plans to a member of the **Architectural Standards Committee** (see neighborhood Directory for listing of committee members). One copy will be returned to you indicating approval or rejection of the plans; the other copy will be retained by the Committee.

Name of Lot owner: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Brief description of the modification or other construction to be performed: \_\_\_\_\_

Proposed project start date: \_\_\_\_\_

Proposed completion date: \_\_\_\_\_

I intend to complete the work for which Approval is requested in a manner consistent with the plans and other information provided to the Committee, and in conformance with the other requirements of the Declaration of Covenants, and the Design, Development and Usage Guidelines and Procedures of the Welbourne Manor Home Owners Association.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Date]

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(Below completed by Modifications Committee)

Review date: \_\_\_\_\_

**Approved / Rejected**  
(Circle & initial one)

Comments attached: \_\_\_\_\_