

PLEASE READ THIS BEFORE SUBMITTING AN APPLICATION

INCOMPLETE EXTERIOR ALTERATION APPLICATIONS WILL BE RETURNED TO APPLICANT. APPLICATIONS MUST BE COMPLETE BEFORE THEY WILL BE PLACED ON AN AGENDA. PLEASE USE THE FOLLOWING CHECKLIST.

- 1_____ Read the guideline pertaining to your alteration.

- 2_____ Complete an Exterior Alteration Application form.

- 3_____ Include plot plan / location survey. Show the location of the proposed alteration and the distance to property lines. A plot plan is not necessary if you are making a color change.

- 4_____ Include an elevation drawing and/or pictures of the alteration. Please include all dimensions and description of materials to be used.

- 5_____ Include the color of the alteration (i.e. chips, sample or picture), a verbal description is NOT acceptable. If the alteration is wood and it is to remain natural, the type of wood should be noted and a statement that it will remain natural.

- 6_____ Obtain neighbors signatures. Three neighbor signatures are required; they should be the three neighbors that are most visibly affected by your proposed alteration. Neighbor notification door hangers are available at ProCom's office or on the web at www.annapoliswalk.com. If door hangers are used, please note the addresses of the properties that received them.

- 7_____ Read deadline and meeting date schedule attached to application and submit accordingly.

Applicants are encouraged to attend the monthly BOD meetings which begin at 7:00 p.m. the second Thursday of every month at the Annapolis Walk Community Center. Applicants are notified by phone of the results. Letters will also be sent.