

CABIN BRANCH HOMEOWNER'S ASSOCIATION, INC. ARCHITECTURAL CHANGE APPLICATION

TYPE or PRINT – Please READ ALL INSTRUCTIONS and COMPLETE ALL SPACES. USE A SEPARATE APPLICATION FOR EACH ARCHITECTURAL CHANGE REQUEST.

- County laws require you to obtain a building permit on most structural changes to your home and some on your lot. This may include fences, decks, patios, sheds, etc. You are responsible for contacting the County to determine if a permit is required. Approval or denial of a request is based on the Homeowners Association criteria. Property owner has sole responsibility for compliance with County codes and regulations.
- Owner must contact “Miss Utility” at 800-257-7777 prior to digging.
- ATTACH a detailed, scaled drawing plat map or blueprint of the lot, with proposed alterations indicated in **RED** (a copy of your lot location drawing received at settlement is ideal). Include all lot and alteration dimensions, color changes, materials and design information.
- Any variation from the original application must be RESUBMITTED for approval.
- ATTACH structural drawings, including elevation measurements, the color and material list and photo, if available, of proposed alteration.
- INCOMPLETE APPLICATIONS OR APPLICATIONS SUBMITTED WITHOUT PLANS, ETC. WILL BE RETURNED.
- Use the reverse side of application if more space is needed.
- SUBMISSION OF APPLICATION DOES NOT GIVE AUTHORIZATION TO BEGIN WORK. WRITTEN APPROVAL MUST BE OBTAINED PRIOR TO COMMENCING ALTERATIONS.

SUBMIT YOUR APPLICATION TO THE HOA IN ONE OF THE FOLLOWING WAYS:

- Via Owner Portal:** <https://portal.tmgainc.com> (preferred method)
Via Email: tmgainc@tmgainc.com
Via Hand Delivery: Place your application in the drop box outside the clubhouse entrance doors, located at:
 22201 Fulmer Avenue, Clarksburg, MD 20871
Via regular mail: Mail your application to: Cabin Branch HOA, c/o The Management Group Associates
 20440 Century Boulevard, Suite 100, Germantown, MD 20874

QUESTIONS? Please contact our office at: 301-948-6666 or tmgainc@tmgainc.com.

Name: _____ **Date Submitted:** _____
Address: _____ **Best Phone Number:** _____
Signature: _____ **E-Mail:** _____

Date Work to Begin: _____ **Date Work to be Completed:** _____
 A. Proposed Alteration: _____
 B. Types of Materials: _____
 C. Dimensions: _____
 D. Colors: _____ House _____ Trim _____ Door _____ Stain _____ Other
 E. Additional Details (attach supporting pages, if needed):

Applicant must obtain signatures from all adjoining neighbors and/or those who have a view of the applicant’s property. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval. Signers are encouraged to write to the Association if they have additional comments (tmgainc@tmgainc.com).

_____	_____	_____
Address/Lot #	Signature	Comment, if any
_____	_____	_____
Address/Lot #	Signature	Comment, if any
_____	_____	_____
Address/Lot #	Signature	Comment, if any
_____	_____	_____
Address/Lot #	Signature	Comment, if any

FOR CC USE ONLY:

Date Received: _____	Date Action Taken: _____	Reviewed by: _____
Approved: _____	Note Approved: _____	Incomplete/Pending Application: _____
Date Received: _____	Date Action Taken: _____	Incomplete: _____
With These Exceptions: _____	For these REASONS: _____	Returned: _____
_____	_____	Provide the following: _____
_____	_____	_____
_____	_____	_____