

BREEZY POINT HOMEOWNERS ASSOCIATION
Architectural Review Board Request Form

The request is to be completed by the homeowner and submitted to the Architectural Review Board (ARB) for approval before any work commences. If you have any questions concerning this application, please refer to your Declaration of Covenants and Restrictions (available online at <http://www.bpehoa.com>) or contact any Officer of the Homeowners Association.

NOTE: All requests must conform to local zoning and building regulations and you must obtain all necessary permits if your request is approved by the ARB. This request is valid for 90 days from the point of acceptance.

TO BE COMPLETED BY HOMEOWNER

NAME:

ADDRESS:

PHONE:

Describe the change (i.e. – porch, pool, shed, addition, deck, fence, etc.)

Location: (Attach a copy of site plan showing location of addition)

Specifications: (Attach copy of the plans and describe the following)

Dimensions:

Materials:

Color:

Liability: I take full responsibility and am personally liable for any damage that might occur to BPEHOA property during the completion of this project.

Signature:

Date:

I understand my request is subject to guidelines established by the Declaration of Covenants and Restrictions, a copy of which can be found online at <http://www.bpehoa.com>.

TO BE COMPLETED BY ARCHITECTURAL REVIEW BOARD

Reviewed by:

Date:

Decision: Approved Denied (Circle one)

Comments:

BREEZY POINT HOMEOWNERS ASSOCIATION

Instructions for Architectural Review

1. The BPEHOA Architectural Review Board (ARB) request form must be completed and approved before any work commences on the property.
2. The form must be completed in its entirety by the homeowner of the property. In its entirety means the following information must be included when applicable: description of change, dimensions, materials to be used, color, height, etc.
3. When applicable, a copy of the plat map for the property indicating the location of the change is also necessary.
4. The ARB Request must then be mailed to:

BPE HOA
Architectural Review Board
PO Box 1148
Chesapeake Beach, MD 20732
5. Once the ARB receives the request, they will contact the owner to set up an appointment to review the proposal.
6. Once approved or denied, the ARB will notify the Owner through written correspondence of the ARB's decision.
7. The approval procedure may take between three to four weeks to complete. Therefore, please plan accordingly.