



**BRADY ESTATES HOME OWNERS ASSOCIATION
DESIGN REVIEW COMMITTEE MODIFICATION REQUEST**

RETURN TO:

Brady Estates Design Review Committee
C/O Board of Directors
P.O. Box 6901
Capital Heights, MD 20791

bradyestateshoa@gmail.com

bradyestateshoa.org

Committee Use Only

Date Received: ____/____/20____

Please review **Article VI** of the Brady Estates Declaration of Covenants Conditions and Restrictions for a description of modifications, improvements, and/or changes to exterior of your home governed by the Design Review Committee. All exterior modifications must be approved **BEFORE** the work begins. Please allow at least 15 days to process your request.

REQUEST SUBMITTED BY:

Name: _____ Address: _____ Kings Valley Drive

Home Phone #: (____) - _____ Work/Cell (circle one) Phone #: (____) - _____

Date Submitted: ____/____/20____

My request involves the following type of improvement on the exterior of my home:

- | | | | |
|--------------------------------------|---|---|--|
| <input type="checkbox"/> Fencing | <input type="checkbox"/> Deck / Deck Modification | <input type="checkbox"/> Satellite Dish / Location | <input type="checkbox"/> Drive/Walk Addition |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Patio / Walkway | <input type="checkbox"/> Outbuilding / Storage Shed | <input type="checkbox"/> Play Equipment |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Roofing | <input type="checkbox"/> Other: (Describe Below) |

Describe improvements (attach additional documentation as needed):

Estimated Start Date: ____/____/20____

Estimated End Date: ____/____/20____

Attach plans and specifications for the proposed improvements, alteration, or change. As much as possible, please show the **nature and shape of the proposal the dimensions, construction material, and property location**. It is the responsibility of the applicant to conform to all Local and State governing bodies. Please be aware of and locate all underground utilities that may run under your property and job site before starting construction. Please contact MISS UTILITY 1-800-257-7777. ALL PROJECTS MUST BE APPROVED BEFORE START OF WORK.

I understand that I must receive approval from the Design Review Committee in order to proceed. I understand that Committee approval does not constitute approval of the local building department and that I may be required to obtain a building permit. I understand that my improvements must be completed per specifications or approval is withdrawn. I agree to complete improvements promptly after receiving approval.

Date: _____ Homeowner's Signature: _____

Project Review and Committee Action (Committee Use Only)

This project was reviewed by the Design Review Committee on ____/____/20____. The outcome of this review was to:

__ Approved as submitted.

__ Disapprove for the following reason(s). It was determined to be out of **compliance with the Declaration of Covenants** for the following reason(s). _____

If you decide to correct the "out of compliance areas" you will need to **resubmit** a new request to ensure compliance issues have been resolved.

Committee Member Signature: _____

Date: ____/____/20____

**BRADY ESTATES HOA
NEIGHBOR AWARENESS STATEMENT**

The attached plans for _____ were made available to all neighbors as required and noted below for their review. They have been notified that I am submitting these plans for the Design Review Committee approval.

1. Front Facing Neighbor Acknowledgement

Telephone Number _____

Signature _____

Address _____

Date _____

2. Side Neighbor Acknowledgement

Telephone Number _____

Signature _____

Address _____

Date _____

3. Side Neighbor Acknowledgement

Telephone Number _____

Signature _____

Address _____

Date _____

HOMEOWNER SIGNATURE

DATE

Brady Estates Homeowners Association
P.O. Box 6901
Capital Heights, MD 20791

**BRADY ESTATES
DESIGN REVIEW COMMITTEE SUBMITTAL CHECKLIST**

Below is a list of items that are required to accompany the application prior to review by the Design Review Committee.

Any application requesting the installation of a patio cover must include a legible copy of the approved permit(s) by the county or city. Submittal of the permit does not guarantee approval by the DRC committee. All applications will be reviewed on an individual basis.

1. Application

- A) Complete homeowner information (address and telephone number).
- B) Homeowner signature.
- C) Approximate start and completion dates. Start date must be reflect review time of 15 days.
- D) Projects being submitted.

2. Signed Neighbor Awareness Statement

This statement is to be signed by the "front facing" neighbors--directly across the street; the "side" neighbors--to the right and to the left; and the "rear" neighbors-- those at the rear of the property--who would be affected by the construction.

3. Plans Showing the Work to be Done

Detailed drawings showing the height, length, width, color, setback, drainage and what the improvement will look like when it is completed.

4. Landscape Plans

These plans show a diagram of your house and where the landscaping improvements will be. Indication of plant and tree types and location are required. Indication of drainage and setbacks are required.

5. Material Samples

(Example: type of rock to be used, color chip of paint, pictures of gazebo, pools, patio cover and spa should accompany the plans for the same). A detailed drawing or picture must be submitted. Brochures or pictures of items are preferred.

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Design Review Committee. An incomplete application may affect the time limits for approval.

Brady Estates Homeowners Association
P.O. Box 6901
Capital Heights, MD 20791

Brady Estates

Homeowners Association

Notice of Completion DESIGN REVIEW COMMITTEE APPROVAL

Homeowner Name: _____

Property Address: _____

Daytime Telephone Number: _____

Email address: _____

Improvement Description: _____

By signing or entering your name on this form the Homeowner certifies that the project has been installed as approved by the DRC.

Signature of Homeowner

Date

RETURN COMPLETED, SIGNED FORM TO:
Email: bradyestateshoa@gmail.com
Address: P.O. Box 6901, Capital Heights, MD 20791

The Brady Estates Homeowners Association may contact you to request an inspection of completed modification.

For Committee Use Only

Inspection requested: Yes No

Date Inspected: ____/____/20____

Completion Verified: Yes No

Name of Committee member: _____