



## APPLICATION FOR PROPERTY ALTERATION

*No building, fence, wall or other structure shall be commenced, erected or maintained, nor shall any addition to or change or alteration therein be made, until the plans and specifications, showing the nature, kind, shape, height, materials, floor plans, color scheme, location and approximate cost of such structure and grading plan of the plot to be built upon shall have been submitted to and approved in writing by the Company and a copy thereof, as finally approved, lodged permanently with the Company. **Sub-Division VII, Guilford Deed and Agreement***

Property Owner: \_\_\_\_\_

Address of Project: \_\_\_\_\_

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

Date: \_\_\_\_\_ Signature of Homeowner(s): \_\_\_\_\_

Architect: \_\_\_\_\_

Contractor: \_\_\_\_\_

**Description of proposed alterations:** Please attach a description of the proposed changes, including the scope of work.

The Guilford Architectural Guidelines are found on the Guilford webpage at:  
[http://www.guilfordassociation.org/architecture/architectural\\_guidelines.pdf](http://www.guilfordassociation.org/architecture/architectural_guidelines.pdf)

The following must be provided to complete the application:

- Color photos of the existing structure showing the area to be altered and a photo of the front of the house.
- Site plans, elevations, floor plans, sections (for additions & new structures). Alterations must show the existing layout and the proposed changes.
- Detailed drawings and specifications showing all materials to be used. Brochures from manufacturers and cut sheets are required for windows and doors and are helpful for other building elements.
- Samples of all colors to be used and indication of where they will be used.

### **WORK MAY NOT BEGIN UNTIL ASSOCIATION APPROVAL IS RECEIVED**

City of Baltimore building permits do not constitute approval by the Association, although a building permit may be required. Deviation from the plans approved by the Association requires a new submission to and approval by the Architectural Committee before work commences.

Mail the completed form, with appropriate attachments to the **Guilford Association Architectural Committee, 4200 Saint Paul St., Suite 100, Baltimore 21218**. Applications are to be submitted at least 5 days before meetings of the Architectural Committee. Committee meetings are scheduled for the first Saturday of each month. Please email the Guilford Association Office Manager if you have questions at ([officemanager@guilfordassociation.org](mailto:officemanager@guilfordassociation.org)).

Application received \_\_\_\_\_