

# SPRING MILLS SUBDIVISION UOA, INC ARCHITECTURAL CHANGE REQUEST APPLICATION

Owner's Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner's Mailing Address (if different than above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Description should include complete information necessary for the Board of Directors/Committee to thoroughly understand the anticipated improvement(s) such as: height, width, length, size, shape, and color (with paint sample if possible). Photographs, drawings pictures, brochures, etc. are helpful. A copy of your PLAT with the location of your improvement is mandatory. Attach a separate sheet of paper if more space is needed. Representatives of the Association, the Board, and/or the managing agent may perform a site visit during the review of this application and may use digital photographs to argue the information already provided. You will be notified of the decision of the Board of Directors/Committee within forty-five (45) days of submitting a complete application.

Please check the box for the project that you are submitting for:

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Fence        | <input type="checkbox"/> Patio                    | <input type="checkbox"/> Exterior Color Change         |
| <input type="checkbox"/> Deck         | <input type="checkbox"/> Swing Set/Play Equipment | <input type="checkbox"/> Driveway Alteration/Extension |
| <input type="checkbox"/> Other: _____ |   |  |

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

As evidenced by the signature below, I understand that approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, variances, and/or observing all local zoning ordinances. If approved by the Association, I agree to make the changes under the terms and conditions as specified in the approval letter and any accompanying documentation. All improvements must be on my property or property lines. If any portion of the Association property is disturbed or damaged by either my contractor, or myself then I agree to be responsible for and to restore the common elements to their original condition(s). The Declarant, The Board of Directors, and The Association are not responsible for the safety, construction, operation, maintenance, accidents, injuries, or other claims that may arise from the proposed change in the property.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO:**

Spring Mills Subdivision  
ATTN: Michelle Showers  
115 N. Queen Street  
Martinsburg, WV 25401  
Email: [mshowers@clagett.com](mailto:mshowers@clagett.com)

**FOR MANAGEMENT/BOD USE:**

\_\_\_\_\_ Approved per the conditions on the attached letter

\_\_\_\_\_ Denied per the reasons stated in the attached letter