

# Greenbelt Station Master Association

## Architectural Modification Form

Attn: C.A.M.P.  
209 West Street, Suite 302  
Annapolis, MD 21401  
[mlipscomb@gocampmgmt.com](mailto:mlipscomb@gocampmgmt.com)

**Instructions:** Consult the Second Amended and Restated Declaration of Covenants, Conditions, Easements and Restrictions, Greenbelt Station Master Association, Inc. ("Declaration"), and the Greenbelt Station Master Association, Inc. Design Guidelines Handbook ("Design Guidelines") for detailed information concerning permitted exterior alterations and the architectural review process.

Submit two (2) copies of this application, along with a site plan (or similar drawing) showing the location of the proposed change and sufficiently detailed plans to permit the Board of Directors or the Covenants Committee ("Committee"), as the case may be, to evaluate the proposed change(s), to the above address. **APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS AS PROVIDED IN THE DECLARATION OR THE DESIGN GUIDELINES.** The Committee or the Board of Directors, as the case may be, has 60 days to act after receipt and acceptance of this Application. If the Committee or the Board of Directors does not act within 60 days after receipt, then automatic approval is in force.

Owner's Name(s): \_\_\_\_\_

Property/Unit Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email: \_\_\_\_\_

START DATE: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

### DESCRIPTION OF EXTERIOR CHANGE

Please provide a full description of the proposed exterior change as indicated below:

- Description of exterior change to be made.

\_\_\_\_\_  
\_\_\_\_\_

- Plat/survey of your property/lot. Indicate location of the proposed change(s) on the plat.
- Manufacturer's brochure, sketch, (overhead and side view) and/or photograph showing design/style of the proposed change(s).
- Indicate color/finish. Include color samples, if applicable.
- Architectural plans/drawings (for major additions/improvements).
- Grading plan, if applicable.
- Describe the improvement(s) on an additional sheet(s) of paper. Incomplete information will delay the processing of the application.

**Applicant hereby warrants that Applicant shall assume full responsibility for:**

- (1) All landscaping, grading, and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by developer currently in place affecting the lot).
- (2) Obtaining all required City of Greenbelt, or Prince George's County approvals, including, without limitation, zoning approvals, related to said improvements.
- (3) Complying with all applicable City, or County ordinances.
- (4) Any damage to an adjoining property (including common area) or injury to third persons associated with the improvement(s).
- (5) Applicant hereby acknowledges that he/she has read the Design Guidelines and the Declaration and agree that all work performed on the property described herein will be in compliance with those guidelines and restrictions.

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

Signatures of Adjacent Owners: ***(Does not assure approval or denial, this is simply an acknowledgment that the applicant's neighbors are aware of this application.)***

Property Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

FOR ADMINISTRATIVE USE ONLY

**APPROVED AS SUBMITTED:**

**APPROVED SUBJECT TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISAPPROVED DUE TO:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Covenants Committee Member  
and/or Board of Director

Date: \_\_\_\_\_