

Harbor Walk Townhouse Association, Inc. Exterior Repair/Alteration Application

1. For prompt consideration of your application, please email or hand-deliver your application to the current chair of the Architectural Review Committee. Email: arc-hwta@theotterbein.org (Currently: Jerry Skene, 607 S Hanover St. tel: 571-215-3589)
2. Please indicate if you wish to attend the meeting for review of the application.
3. Applications will be acted on within 30 days, unless additional information is required.
4. Approval does not relieve the applicant of the need to obtain City building permits, nor does the obtaining of such permits bind the Association to approve the application.

Homeowner/Applicant:

Name:			
Address:			
Telephone:		Date of Application	
Email address (opt.)			

I wish to attend the review meeting: Yes ☐ No ☐

Proposed Repair/Alteration

Paint (please attach paint sample)

Areas:	
Existing color:	

Replacement:

Item			
Existing material		Proposed	
Existing color		Proposed	
Present dimensions		Proposed	

Construction (please attach sketch, plans, specifications)

Nature and Purpose	
Location	
Dimensions	
Materials	
Colors	

Acknowledgment by Adjacent and/or Visually Affected Neighbors

Depending upon the nature of the proposed work, signatures from all neighbors in the row may be required.

Name:		Name:	
Address:		Address:	
Telephone		Telephone	
Signature		Signature	

Note to Neighbors: The applicant is obliged to inform neighbors of proposed work. Your signature indicates awareness of intent only, not approval or disapproval. Do not sign unless you have an opportunity to see supporting drawings, plans, etc. that accompany this application. If you have reservations or objections to the proposed work, please contact the Harbor Walk Board as soon as possible to make your views known.

For ARC Use Only: HWTA ARC Action Taken/Date

Approved		Not Approved:	
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