

Falcon Crest Community Architecture Change Request

Please Mail, Fax or Email this form to:

ProCom Management Attention: Sue Fetsko 1111 Benfield Blvd., Ste 110 Millersville, MD, 21108	
Phone: (410)-721-0777 Ext 165 Fax: (410)-721-4854 Email: sfetsko@procomgt.com	Received By: _____ Date Received: _____ Change Committee Received: _____ Initial Response Date: _____

Please fill out the following Detail:

Name:	_____
Unit Address:	_____
Day Phone:	Evening Phone: _____
Email Address:	_____

Summary of Changes: (Please provide a short description of work to be done)

Minimum Requirements:	For garden or construction work, MISS-UTILITY must be contacted to identify all utility lines. All utility lines identified must be indicated on drawings or plans submitted. All Community By Laws need to be adhered to at all times.
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For Plantings:	Please include a sketch or drawing, indicating placement of plants and flowerbeds with regards to nearby structures and property lines Include detailed dimensions List all plants to be used along with the approximate height, girth at maturity
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Notes: When selecting plants, please take into consideration that the appearance of plants needs to be maintained year round.
 Also consider the tendency of some plants to spread vigorously before making a final decision

Structural Changes:	Please include a sketch or drawing indicating detailed dimensions, color, and layout of change. Please indicate nearby structures and property lines Include brochures, pictures, contractor proposals and drawings, if available Samples of paint, siding and any applicable material Final Approval for Structural changes will only be given once all applicable permits and licenses have been submitted for review by the Architectural Committee.
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Notes: Include any Contractor timelines (if available) to assist in setting of deadlines

Home Owner Signature

Date

