

**Hampton Improvement Association
Request for Approval for Alterations to Property**

Preservation of Hampton covenants is facilitated by property owners working together through their community association. The Board of Directors of the HIA will receive a recommendation from the Architectural Review Committee (ARC) regarding proposed changes to your property. The Board and ARC guide homeowners through the building review process. The goal is to preserve high standards which protect property values. This process provides a forum for an open dialog among all homeowners affected by potential change and transition.

The covenants are a legal document, part of our deeds, and play a very important role in preserving property values. If you are proposing changes to, or new construction on, your property please send your plans to Anna Von Lunz, Chairperson, Architectural Review Committee at annavonlunz@comcast.net or (410) 823-2926. As a courtesy to neighbors we suggest homeowners try to minimize the impact of your job on others around you by keeping the site safe and reasonably neat. We urge you to communicate your plans to your neighbors.

In order to expedite the review process we need the following:

- Color sample
- Description of materials, picture or sample
- Site plan (bird's eye view)
- Elevation drawings (front, side, rear views)
- Architectural drawings
- Landscaping plan
- _____
- _____
- _____

Please provide the requested items so that the review process will not delay your project. Allow several weeks for the committee to review your information and walk the property if needed. The HIA board will need to vote on your proposal for approval.

Requested items received: ____ / ____ / ____ ARC does does not recommend

Review by Board: ____ / ____ / ____ Board does does not approve