



**Office Use Only**

ASC Code: \_\_\_\_\_

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

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

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

By: \_\_\_\_\_

Remarks: \_\_\_\_\_

**Application for Exterior Alteration**

PLEASE PRINT CAREFULLY

Association: \_\_\_\_\_

Subject Property: \_\_\_\_\_

Homeowner Name(s): \_\_\_\_\_

Homeowner Primary Mailing Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_ Secondary Email Address: \_\_\_\_\_

Describe Proposed Alteration (Attach Additional Sheets if Necessary): \_\_\_\_\_

You MUST submit items 1 through 5, if applicable, in order for this application to be processed. If these items are not submitted, the application will be denied and returned to you.

1. Plat showing property boundaries with the area of the proposed alteration drawn on it;
2. Complete list of materials to be used (include manufacture, color, model, and full description);
3. Total dimensions of proposed project (a to-scale sketch usually works best);
4. Color, if applicable (material samples will not be accepted by HPS staff); and
5. Diagram or brochure with pictures of proposed alteration (a working web link may be used)

The Homeowner(s) hereby agree that any and all liability caused by or arising from this modification shall assumed by the Homeowner(s). Homeowner(s) agree to release the Association, HPS Management, the Builder and Developer of any and all liability. Homeowner(s) agree to abide by all approval terms or conditions If approved.

Please note, that approval by the Association is for the outward appearance only and does not imply that any review engineering review of a structural nature has been completed. No structure may be permanently installed in any drainage or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, Bylaws, Rules and Regulations of the Association and the Architectural Review Committee and the Board of Directors or their designee.

**It is the Homeowners responsibility to obtain any government issued permits that may be required for the proposed alteration.**

**This application will be forwarded for review by the Board of Directors and/or the Architectural Review Committee. The community manager and HPS Management do NOT review applications or make any decisions regarding this application. All applications are entered into the HPS Portal for tracking at [HPSmanagement.com](http://HPSmanagement.com).**

**Click "login" in the top right corner to track the status of this application. Processing lengths vary greatly by association, board, and/or committee. In some cases, processing can exceed thirty (30) days. Please be aware the board/committee is comprised of volunteers who review, discuss, ask questions, and then vote on your application.**

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ways to submit this form: Email: [Admin@HPSmanagement.com](mailto:Admin@HPSmanagement.com)  
 Fax: 1-866-724-5497  
 Mail: Document Processing, 424 North Union Avenue, Havre de Grace, MD 21078  
 Portal: Login at [HPSmanagement.com](http://HPSmanagement.com) and upload