



Log #: _____
Date to ACC: _____
Received: _____
For ACC USE ONLY

**BISHOPS BEQUEST TOWNHOME ASSOCIATION'S  
APPLICATION FOR EXTERIOR ALTERATION**

NAME:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

PHONE NUMBER :(H) \_\_\_\_\_ (W) \_\_\_\_\_

LOT NO. \_\_\_\_\_

**INSTRUCTIONS:** Please use area below to describe all proposed improvement(s), alteration(s) or changes to your lot or home. Please attach required details to include; sketches, drawings, clippings, pictures, catalog illustrations and any other documentation that will help to facilitate the application process. Please depict locations of all proposed additions, changes and alterations to your property on a copy of your lot survey. If painting is required, please attach a color sample of the paint chip. *All structural changes require a plot plan of your lot with a scaled drawing of the proposed alterations or additions.* Please limit attachments to 8 1/2" by 11" in size and submit 2 copies. **Applications that do not provide full details of the proposed exterior alterations will not be approved until all required documentation is received.**

PLEASE NOTE: **NO exterior alterations shall commence without prior written approval from ACC.** Exterior alterations that commence without prior written approval of the ACC is a violation of the community covenants, therefore work performed without prior written approval will be removed at the home owners expense.

Please mail All correspondence to:

Bishops Bequest Townhome Association  
C/O Quality 1 Property Management  
Attention: Architectural Change Committee

12138 Central Avenue, Suite 863  
Mitchellville, MD 20721

DESCRIPTION OF CHANGE REQUESTED:

---

---

---

---

**NOTES:**

1. Prior to starting to build, building permits should be obtained from Prince George's County. Further, nothing herein contained shall be construed as a waiver of modification of any said County restrictions.
2. The committee has up to 30 calendar days from receipt of completed application to render a decision. A copy of the application will be returned to you after acted upon by the ACC and the Board of Directors.
3. Applicant must contact the ACC upon completion of proposed change for verification of compliance. Work as expressed herein must be completed within 12 months of approval. Extenuating circumstances regarding completion should be brought to the attention of the ACC.

**SIGNATURES:**

Consent of at least two (2) property owners who are most affected because they are adjacent and/or have a view of your change is required. Should one of your neighbors disapprove, please so indicate with the reason for their disapproval noted in the comments section. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval by the Committee.

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

**Owner's Acknowledgements:**

1. I understand that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provision of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said restrictions.
2. ...that no work on this request shall commence until written approval from the Architectural Control Committee has been received by me.
3. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is allowed; that , if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.

4. ...those members of the Architectural Control Committee are permitted to make a routine inspection.
5. ...that my approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. ...that a copy of this application will be returned to me after review by the Architectural Control Committee.
7. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors may include homeowners being charged a fee as determined by the board to process their application.
8. ... that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 6 months of the approved date of this application and/or completed by any date specified by the Committee.
9. ...that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that applications for all required building permit(s) are my responsibility.
10. ...that any variation from the original application must be resubmitted for approval.

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Attachments: (1) Sketch, photo, catalog illustration, etc.  
 (2) Copy of survey marked with change being requested

---

**BISHOPS BEQUEST ACC COMMITTEE ACTION:**

- Application Approved as Submitted,
- Application Approved with the following provision(s):

\_\_\_\_\_

\_\_\_\_\_

- Application **DENIED** for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

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