WASHINGTON’S HEADQUARTERS

**c/o THE MARGAUX AGENCY, LTD**

15 Round Hill Road, Dobbs Ferry, NY 10522

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APPLICATION FOR DESIGN APPROVAL OF EXTERIOR CHANGE

Please submit your application, and all required documentation, to the Managing Agent at the contact information above.

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

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note**: The overarching goal of this approval process is to insure that any modifications substantially match the original design of each unit in order to preserve the high standard and uniform look of the community; thereby helping to preserve the value of all units. It is the responsibility of the Board to determine, on a case-by-case basis, whether modifications proposed by a homeowner meet this standard.

**Check category to which your application applies:**

\_\_\_\_ Windows: All window installations must be substantially similar to existing including color.

Only Divided Light or Simulated Divided Light (SDL) (which are considerably more energy

efficient) will be approved.

\_\_\_\_ Deck (Circle one: Wood or Trex): All decks must be constructed such that they are

*identical* to existing including dimensions. If handrails and/or spindles will be changed due

to updated codes or material being used, you must provide the Board with a sketch or

photo showing exact appearance of existing.

\_\_\_\_ Patios: Must include dimensions (enlargement will not be approved) and sample of

material being used if not the same as existing.

\_\_\_\_ Storm Doors: Only full view glass pane is permitted. Exterior color must be black.

\_\_\_\_ French Doors and demi-lunes or square glass panels over them: Must be substantially

similar in appearance to original.

\_\_\_\_ Other: Please explain.

Approximate Project Start Date: \_\_\_\_\_\_\_\_ Anticipated Construction Time: \_\_\_\_\_\_\_\_

**All applications must include a sketch and manufacturers specifications.**

Owner’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If this alteration will affect a neighbor or neighbors – either visually or audibly -- they must sign

acknowledgement of the project application and signify their approval below.

I have been advised of the scope of the project that my neighbor at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is

planning and I have no objection.

Neighbor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Neighbor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PLEASE NOTE:**

You must contact the Dobbs Ferry Building Department (914-693-2203) to determine if your project requires a building permit. Evidence of this communique must accompany this application. If your alteration does require a permit, a copy of the permit and updated Certificate of Occupancy must be provided to management.

Exterior alterations commenced without prior written approval of the Board is at the applicants own risk and may be subject to fine, removal and possible restoration to original condition at owners’ expense.

Application review by the Board will take place as soon as possible and in no case later then the next Board meeting following receipt of the application assuming the Board receives all relevant information in sufficient time to conduct due diligence before the next Board meeting.

You will be required to sign a “hold harmless agreement” prior to commencement of work, which provides that any damage to common elements that may result due to the quality or workmanship of your installation, will be your responsibility to repair.

Submittal date \_\_\_\_\_\_\_\_\_\_\_\_

Revision # \_\_\_\_\_\_\_\_\_\_\_\_\_