

**Request for Architecture Work**

LTC Guidelines… based upon Bylaws ***The Process***

* PRIOR TO APPLICATION, YOU SHALL REVIEW THE ASSOCIATION DOCUMENTS AS THEY PERTAIN TO YOUR PROPOSED ALTERATIONS.
* YOU SHALL ALSO REVIEW THE ASSOCIATION GUIDELINES (LISTED BELOW) FOR LTC OWNERS REQUESTING UNIT ALTERATIONS.
* PROJECTS WILL BE PROHIBITED UNTIL COMPLETE PLANS AND SPECIFICATIONS HAVE BEEN SUBMITTED AND APPROVED IN WRITING BY THE BOARD OF DIRECTORS.
* YOU UNDERSTAND THAT IF REQUIRED, IT IS YOUR RESPONSIBILITY TO GET PERMITS AND APPROVALS AS NEEDED FROM MONTGOMERY COUNTY. FOR PERMIT INFORMATION, *DIAL 311*.
* BE FURTHER ADVISED YOU ASSUME RESPONSIBILITY FOR ANY DAMAGE AS A RESULT OF THE ACTIONS TAKEN TO PERFORM THE REQUESTED WORK
* THE BOD WILL REVIEW YOUR APPLICATION AND RESPOND TO YOU WITHIN 60 DAYS REGARDING THE STATUS OF YOUR APPLICATION.
* All modifications including in-kind require the *Thirty Day Work Permit/Authorization for Unit Renovation* to be completed and submitted to LTC Management prior to work commencement.



Article V, Paragraph 11, and Rules and Regulations Section VIII, para. 35 – 38 regarding changes to unit interiors by unit owners.

BOARD APPROVAL REQUIRED:

Types of renovations requiring owners to submit a formal written request and provide relevant information to the LTC BOD include, but are not limited to the following:

* Floor plan re-design
* Cutting into or creating pass-through of any wall
* Removal of any wall
* Upgrading capacity of appliances
* Any modifications to the plumbing system
* Any modifications to the electric system
* Any alterations, additions ,or improvements to any portion of the common elements or remove any part or portion thereto;
* Anything which would or might change the appearance or jeopardize the safety or soundness of the structure;
* Any alteration to the water, gas, heating electrical, plumbing or air conditioning system;
* Any structural addition, alteration or improvement within a unit.
* Any work performed which requires a permit. (Any application to any municipal authority or any government authority for a permit to make an addition, alteration or improvement shall be executed by the Board only per Bylaw

**Approval Not Required:**

\*Some electrical & plumbing renovations require LTC to shut-off water for the building. Therefore, the unit owner is responsible to notify LTC office (301-365-2411) at least 72 hours in advance of planned plumbing renovations so that Management may determine whether shut off is required, plan, and coordinate it.

\*\*LTC Management suggests Owners notify their immediate neighbors in advance of upcoming work. Immediate neighbors would include units in the same wing as theirs plus directly above and below them.



**LTC ARCHITECTURAL CHANGE REQUEST FORM**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Phone/daytime #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Type of Alteration e.g. window/door replacement:**

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**Brief summary of proposed alteration (highlight the essence of the work):**

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**List materials to be used:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List color of material to be used:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**List potential affects to neighbors:**

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**Please attach supplemental information about your proposed project, as applicable, to include:**

**Drawings Pictures Contractor Name & info.**

**Design Bldg. Permit Location**

**Equipment License Liability Insurance naming LTC as add’l insured**

**Submit application to Lakeside Terrace Condominium business office via hand delivery, fax to: 301-365-2415 or email Rahul Risal CMCA, AMS General Manager at:** [**rrisal@managelstc.net**](mailto:rrisal@managelstc.net) **or Yaminah McGee , Assistant General Manager ymcgee@managelstc.net**

**THIRTY DAY WORK PERMIT**

* All work involving maintenance, alterations and improvements is allowed from 8 a.m. to 5 p.m. on weekdays only*. No work is allowed after hours, on weekends, or holidays*. Use of the padded elevator is limited from 8 a.m. to 4:45 p.m. Monday – Friday. Unit owners are responsible for any building permits required by Montgomery County, MD. All work must be approved by the LTC Board.
* Work involving plumbing is only allowed weekdays between 8 a.m. to 4 p.m. only. *No Saturday, Sunday or holiday work is allowed.* Prior to any work, we are required to give residents on tier 72 hour notice of water or electrical shut-down. We highly recommend that you have hot and cold water shut-off valves for the bathtub, bathroom sink(s), toilet, and kitchen. These valves should be in good working order. LTC is not responsible for installing shut-off valves in condominium units.
* *All contractors work must be performed by licensed, bonded and insured contractors.* All work requires a work permit from the LTC office. Owners must alert the office in advance of any work to be performed before a “Thirty Day Work Permit” is issued. *Construction may not begin until all contractors (sub-contractors included) have provided an accurate Certificate of Liability Insurance and current business license.*  Please refer to the attached document referencing this requirement.
* If you have a plumbing or emergency of any kind after 5pm immediately call the Zalco Realty Inc., our property management company, at their after-hour emergency number 301-585-0088. Tell them your location at LTC, the nature of your emergency, and follow their instructions. If this is plumbing related, immediately attempt to use the shut-off valves in the unit to stop the water leak.
* All debris, including old carpet, appliances, trash from renovations, and boxes must be taken away by your contractor. Nothing is to be put in the dumpster, or brought in or out of any door, except the garage elevator entrance. Nothing is to be thrown off of the balcony. Deliveries are treated as moves. All deliveries must go through the freight elevator and use the garage entrance only. Any exceptions require prior approval of the LTC office.
* Your balcony (limited-common area) needs to be protected with drop clothes if any work is being performed on them during renovations.
* Building security is a top priority. Please do not allow the garage elevator entrance door to remain open; our building security cameras continually monitor activities at our building entrances.
* The unit owner is responsible for providing a contact name for each contractor working in their unit. The LTC office will need an on-site contact phone number for any contractor used. The unit owner is ultimately responsible for all contractors working in their unit. With the exception of coordinating movement of supplies and materials into or out of the elevators, LTC staff is not responsible to direct, supervise, or engage in any work a contractor is performing in your condominium unit.
* Failure to observe these rules may result in a violation notice, board hearing and possible a fine. Please see LTC rules 34, 35, and 36. Additional Board approval may be necessary for major renovation. Please consult our office.

This permit is good for 30-days from the date it was signed. It must be renewed in the LTC office.

Unit Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- |
| By signing this agreement, the unit owner(s) acknowledge that they have read and understood, and agree to be bound by, the terms and conditions as outlined in the permit agreement. Further, I/We agree to indemnify and hold harmless Lakeside Terrace Condominium Association. |

Unit Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

LTC Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature/Position