



UNIT OWNERS
ASSOCIATION

DESIGN REVIEW APPLICATION

To: Board of Directors
The Brittany Condominium Association
c/o EJJ Real Estate Services
1428 U Street NW, 2nd Floor · Washington, DC 20009

Questions about the application should be directed to the Board of Directors at board@brittanydc.com

This application (with attachments) may be submitted by email to board@brittanydc.com.

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_____ Name(s) of Unit Owner(s)	_____ Lot ²	_____ Block ²
_____ 2001 16th St. NW, Wash. DC 20009 APT:	_____ Construction Address (fill in apartment number)	
_____ Owner's Mailing Address ¹	_____ Daytime Phone Number	
_____ Email	_____ Evening Phone Number	

1] If different from construction address. 2] Lot and block numbers appear on your D.C. real estate tax statement.

Instructions

The Association's governing documents require that you submit to the Board of Directors for approval any structural addition or alteration to your condominium unit. Your application must include a detailed description of the proposed change, including contractor proposal(s), plans and specifications, sketches, photos, catalog illustrations, or other exhibits showing the nature, kind, shape, color, dimensions and materials used. Please make sure your application is complete and includes all required attachments. The Board of Directors will not approve incomplete applications and may request additional documentation.

Description of Proposed Change

Describe all proposed improvements, additions and/or alterations to your unit, and attach a copy of the floor plan of your unit indicating the location(s) of the modification(s).

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Starting/Completion Dates

▶

_____ Estimated starting date of construction	_____ Estimated completion date
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After approval by the Board of Directors

Neighbors' Acknowledgements

You are requested to obtain the signature of owners whose apartments are adjacent to your own and may be affected by the construction, including noise or other hinderance. Your neighbor's signature indicates awareness only of your planned modifications and does not constitute approval, which is not required.

▶ _____		▶ _____	
Name of Unit Owner		Name of Unit Owner	
_____ / _____		_____ / _____	
Brittany Unit No.	Lot/Block	Brittany Unit No.	Lot/Block
_____ Signature		_____ Signature	
▶ _____		▶ _____	
Name of Unit Owner		Name of Unit Owner	
_____ / _____		_____ / _____	
Brittany Unit No.	Lot/Block	Brittany Unit No.	Lot/Block
_____ Signature		_____ Signature	

Owner Acknowledgements

I/we understand and agree *(please carefully review and initial each item)*:

1. _____ Approval by the Board of Directors shall in no way be construed as to pass judgment on the correctness of the location, structural design, location of utilities or other qualities of the proposed modifications(s).
2. _____ Approval the Board of Directors shall in no way be construed as to pass judgment on whether the proposed change is in compliance with the applicable building and zoning codes of the District of Columbia in which the property is located.
3. _____ Approval of plans and specifications or design shall not be construed as a waiver of the right of the Board of Directors to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ No work on the proposed change shall begin until written approval of the Board of Directors has been received by me/us; and that, if work is begun prior to approval, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part; and I/we may be required to pay all legal expenses incurred.
5. _____ There shall be no deviation from the plans, specifications and location(s) approved by the Board of Directors without prior written consent of the Board; any variation from the original application must be resubmitted for approval.
6. _____ Members of the Board of Directors or managing agent are authorized to enter the unit to make one or more routine inspection(s).

Owner Acknowledgements

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7. _____ Construction or alterations in accordance with the approved plans and specifications must commence within six (6) months of the approved date of this application and be completed within twelve (12) months of the approved date, otherwise the approval of the Board of Directors shall be deemed to have lapsed and to have been withdrawn.

8. _____ I/we agree that it is my/our responsibility and obligation to obtain all required building permits, to contact Miss Utility [<http://www.missutility.net>] if necessary, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

9. _____ I/we acknowledge that I am/we are responsible for any damage and all costs to repair damage to the common elements or other units resulting from the proposed modification.

10. _____ No construction materials, tools or equipment may be stored in the common areas.

► _____
Owner's Signature Date

► _____
Co-Owner's Signature Date

Bylaws Section 7.9: Structural Additions, Alterations or Improvements by Unit Owners

No Unit Owner shall make any structural addition, structural alteration or structural improvement in or to his Unit or any change which might affect the Common Elements (including without limitation the electrical and plumbing systems which constitute part of the Common Elements) without the prior written consent of the Board of Directors. No Unit Owner shall paint or alter the exterior of the Building, including the exterior of a Unit's entrance door and any surface of a window pane. The Board of Directors shall be obligated to answer any written request by a Unit Owner for approval of a proposed structural addition, structural alteration or structural improvement to such Unit Owner's Unit within 45 days after such request is made, and its failure to do so within the stipulated time shall constitute a consent of the Board of Directors to the proposed addition, alteration or improvement. The Board of Directors may condition its consent upon such terms and conditions as it deems to be desirable or necessary to protect the Condominium and its use and enjoyment. Any application to any governmental authority for a permit to make an addition, alteration or improvement to any Unit shall be executed by the Board of Directors only, without, however, incurring any liability on the part of the Board of Directors to any contractor or materialman on account of such addition, alteration or improvement, or to any person having any claim or injury to a person or damage to property arising therefrom. The provisions of this Section 7.9 shall not apply to Units owned by the Declarant or its designee until a deed for such Unit has been delivered to a purchaser thereof.