



# The L'Enfant Trust

## Proposal for Change Form and Guidelines

EASEMENTED PROPERTY ADDRESS \_\_\_\_\_

### OWNER INFO

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

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

Telephone: \_\_\_\_\_

### ARCHITECT/CONTRACTOR INFO

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

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

Telephone: \_\_\_\_\_

### BRIEF DESCRIPTION OF PROPOSED CHANGE:

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**HOW TO SUBMIT:** E-mail this form to us at [info@lenfant.org](mailto:info@lenfant.org). Whenever possible, e-mail us supporting documents in PDF format and photos in jpeg digital format. The Trust does not return documents or photographs submitted, so please be sure to make copies for your own records. We will promptly get back to you regarding your proposal.

**IMPORTANT NOTE:** Submission of this form does not allow you to proceed with the proposed change. **No construction or alterations are authorized to begin before you receive a signed letter of approval from The L'Enfant Trust.** Also, if after submitting this form, additional changes are desired, you must submit a new separate Proposal for Change Form along with any new supporting documents for review and approval.

**Paint Color Changes:** Please provide the proposed paint color(s) by attaching a paint chip or chips and telling us the paint manufacturer and paint color name or catalog number. If you are using *Benjamin Moore Paints*, you need only identify the color as we keep their full of line paint chips on file. If your change involves more than a single color, please send us a drawing identifying where each color will be used.

**Fixture Changes:** Included here are lighting fixtures, exterior fans, and door hardware. Please submit photographs or drawings of the fixture together with the manufacturer's specification sheet. A digital photograph of the proposed placement location is helpful and should also be submitted by e-mail.

**Larger Projects:** Included here are additions to existing buildings, new buildings or structures, roof work, masonry work, window work, door work, decks and railings, and hardscaping, among other changes.

For these projects, please submit:

- (1) digital photographs of the affected areas, including all sides of the building;
- (2) PDF of sketches and/or architectural drawings, including elevations, site plans, and floor plans as appropriate; and
- (3) PDF of specifications for all proposed materials, including paint color or other finishes.