

NOTE: If you are planning any exterior alterations, please read the Architectural Guidelines before completing this application form. If you do not have a copy of these guidelines, contact the Management Company or a Member of the Board or a Member of the Architectural Committee.

EXTERIOR ALTERATION APPLICATION

Name: _____

Address: _____

Telephone: _____

Projected Date Work is to Begin: _____

Description of Change(s) Desired: _____

| |
|----------------------|
| <u>ACC Use Only</u> |
| ACC Member: _____ |
| Date Received: _____ |

*Acknowledgment of adjacent property owners: (This acknowledgment indicates an awareness of the intent and does not constitute nor indicate approval or disapproval. Adjacent property owners who wish to express an opinion may do so prior to the application being ruled upon by the Architectural Control Committee. This may be done in **writing** to the Committee or in person at the next scheduled Committee meeting. The final ruling on the application may be obtained from the Committee Chairperson.)*

Signature: _____ Signature: _____

Address: _____ Address: _____

Agreement: *I understand and agree that no work on this request shall commence until **written** approval of the Architectural Control Committee has been received. I also understand that any required Montgomery County building permits must be issued prior to construction.*

Owner(s) Signature(s): _____

Date: _____

Architectural Control Committee Action

Approved Disapproved

Remarks: _____

| | |
|-----------------------------------|-------------|
| Committee Member Signature: _____ | Date: _____ |
| Committee Member Signature: _____ | Date: _____ |
| Committee Member Signature: _____ | Date: _____ |
| Committee Member Signature: _____ | Date: _____ |
| Committee Member Signature: _____ | Date: _____ |
| Committee Member Signature: _____ | Date: _____ |

Note to homeowner:

If you disagree with the decision of the Architectural Control Committee, a written appeal may be made to the Board of Directors within ten (10) calendar days.

If your application is approved, the work must start within six (6) months from the approval date and be completed within twelve (12) months. Failure to complete the work within the prescribed time period will result in the approval being rescinded and resubmission of your application will be required. Any extenuating circumstances should be brought to the attention of the Architectural Control Committee. In addition, please be advised that a building permit issued by Montgomery County may have a six (6) month expiration date after its issuance.

In conjunction with the Architectural Guidelines, the following overall considerations apply:

- 1. Nothing contained herein shall be construed to represent that alterations to land or buildings in accordance with this application shall violate any of the protective covenants nor any of the provisions or building and zoning codes of Montgomery County to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.*

- 2. The building ordinance of Montgomery County may require the filing of a building permit application and plans with the Department of Environmental Protection.*

APPLICATION INSTRUCTIONS

The Exterior Alteration Application must be submitted to a member of the Architectural Control Committee. The Committee then has 60 calendar days from the date of ACC receipt to review the application and render a decision. Incomplete applications will be returned to the homeowner. The 60-day review period begins again with each resubmission. **No work shall begin prior to written approval.** Applications must be submitted in duplicate. A copy of the Application will be returned after review, marked “approved” or “disapproved.”

Please print or type all information.

Under “Description of Changes Desired,” give full details of your reason for making the changes (e.g., improve security) and what you propose to do. Include the type and color of materials to be used. Attach copies of manufacturers’ brochures, samples of paint/stain colors, construction drawings or architectural plans*, and any other information that will help to explain precisely what you plan to do. Exterior structures or modifications should be indicated on a site plan showing existing structures and property lines. Adequate information and detail helps in expediting the review and approval process.

Specific examples of information include:

1. Replacement Roof
 - a. Color of the existing shingles
 - b. Manufacturer, model, and color of the proposed shingle
 - c. Sample of the existing shingle and proposed shingle
 - d. Manufacturer’s brochure
2. Replacement Windows
 - a. Sketch of home exterior indicating which windows will be replaced
 - b. Color of existing windows
 - c. Color of proposed windows and color samples
 - d. Description of material to be used
 - e. Description of screens (full or partial) including color
 - f. Description of intent to include grids including number and color
 - g. Manufacturer’s name and brochure
3. Replacement of Wood Trim with Capping
 - a. Sketch of home exterior indicating where capping will be applied
 - b. Color of existing trim
 - c. Color of proposed capping and color sample
 - d. Description of material to be used
 - e. Manufacturer’s name and brochure
4. Landscaping
 - a. Sketch of existing landscape indicating where plants will be removed
 - b. Sketch of proposed landscape indicating where replacement plants will be added
 - c. Describe each plant indicating name and maximum growth potential (height and width)
 - d. Brochure or picture of proposed plants
5. New Exterior Paint Color (Trim or Door)
 - a. Sketch of home exterior indicating placement of new colors
 - b. Color of existing paint
 - c. Sample of proposed color
 - d. Manufacturer, model, and color of proposed paint

*(Construction drawings and architectural plans must show the following (where applicable: footing details, including placement of concrete around and under posts and columns; dimensions showing locations of posts, columns, decking, joist layouts, hanger locations, stairs and landings; and fasteners (type and size, e.g., 16 penny galvanized). All material must be specified and indicated on the drawings or plans (e.g., 2x4 pressure-treated lumber). Please note that this information is usually supplied by your contractor or architect.