

## APPLICATION FOR EXTERIOR ALTERATION

Association Name:

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Name:

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Address:

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Email Address:

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Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Description of Change *(including description of materials, colors, designs, etc to be used)*:

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**Before mailing, please *check the Guidelines for your community*, and make sure the following items are attached to the application:**

- Final house location survey indicating where alteration will be placed in relation to your home and property lines. This plan can be found in your settlement papers received when you purchased the house. If you do not have it, you can use the site plan that will be on file with the permits division of the County government. You can use the Freedom of Information Act to obtain it. If that fails, you will need to hire an engineering firm to create a survey for you.
- Drawing of proposed alteration showing elevations/dimensions/style of exterior alteration.
- Necessary color/material samples.
- SIGN and DATE application
- Once the neighborhood association approves the application be sure to review the approval letter. If your project requires a permit, additional review by the Planning and Design Review Board (PDRB)] is necessary and required.
- If the request is for solar panels you must include the signed application, the working drawings from the solar panel company, the final house location survey and the street view photo of the roof with the panels imposed on the roof to show their location.
- If the request is for a deck, room addition, screened porch, shed or sunroom you must include the signed application that includes the colors of the exterior materials, the final house location survey with the improvement marked on it to show the location of the project in relationship to the existing home, the working drawings that show the elevations of the project against the existing home, and any photos or brochures that may be relevant.
- If the request is for color changes (roof, siding, shutters, trim door, etc.), be sure to state the existing color and the new color on the application and include color samples for the review.

**IMPORTANT: Your application may be delayed AND/OR disapproved if it is incomplete or cannot be understood!**

**NOTES:**

1. I have completed this application in good faith and state that it accurately represents the alterations I propose to make.
2. Prior to starting to build, building permits should be obtained. Further, nothing herein contained shall be construed as a waiver of modification of any said County restrictions.
3. I understand that representatives of the reviewing bodies are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that entry shall not constitute a trespass.
4. I understand that any approval is contingent upon work being completed in a workman-like manner.
5. I understand that this is an electronic process. I will receive an email when my application is entered into the online portal and begins the review process and another email when my application has completed the process. The email will include a letter indicating approval, disapproval or more information needed. Please be sure to check your spam folder as sometimes these emails go to junk.
6. I understand that the Architectural Control Committee may have up to 60 days to process my application but they will do everything they can to expedite the process.

**WARNING:** Exterior alterations commenced without prior approval of the ACC are in violation of the covenants and are at the applicant's own risk and applicant may be required to return property to its former condition at applicants' expense if the application is disapproved wholly or in part, and applicant may be required to pay legal expenses incurred.

*I certify that I am the owner of the above property and I understand that if I transfer the property prior to the completion of the final approval of this application by the reviewing bodies, this application shall be deemed to be withdrawn by the reviewing bodies.*

OWNERS SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURES OF TWO (2) NEIGHBORS: Signatures do not imply approval, rather notification

(Neighbor 1) Name: \_\_\_\_\_ Address: \_\_\_\_\_

(Neighbor 2) Name: \_\_\_\_\_ Address: \_\_\_\_\_

**Submit this application with all necessary attachments to:** 204 Washington Ave., Suite 102, La Plata, MD 20646 or via [info@maredithmgmt.com](mailto:info@maredithmgmt.com) EMAIL IS THE PREFERRED METHOD OF RETIREVAL.

**Action by Planning Design Review Board:**

- ( ) Application Approved as Submitted
- ( ) Application Approved with conditions
- ( ) Application Denied for the following reasons:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_