

Patuxent Glen Community Association

Architectural Review Committee Architectural Change Request

1. Name (Please type or Print) _____

2. Address of proposed change: _____

3. Home Telephone: _____

4. Daytime Phone: _____

5. Email Address: _____

6. General Description of proposed change: Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property and any other pertinent information required to evaluate the proposed change.

7. Estimated Starting Date of Construction: _____

8. Estimated Completion Date: _____

9. Owner acknowledges that he/she is familiar with the architectural review requirements and procedures for the Patuxent Glen Community Association.

10. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee.

11. Owner understands that the authority to perform an alteration granted by this application will automatically expire if the work is not commenced within 6 months and completed within 12 months, following approval. Moreover, Owner(s) agree to honor any deadlines established by Committee for the completion of the proposed improvements referenced herein.

12. Owner agrees to store construction materials only on their own property, rather than on common areas, easements or parking areas to bear the cost of repairing any damage caused to

such areas, and to remove all unused materials from public view within 7 days following the completion of work.

13. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of the Building and Zoning Codes of Anne Arundel County, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

14. Where required, appropriate building permits shall be obtained from Anne Arundel County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of staid requirement.

15. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at the Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.

16. Owner agrees to give the Architectural Review Committee, its designees and/or Managing Agent, express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress and the completed project.

17. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

The changes as proposed shall meet any and all codes, permits or other requirements deemed necessary by County, State, or other governmental Authority. I will be responsible for complying with all license, permit or code provisions required by law.

Owner's Signature & Date: _____

Owner's Signature & Date: _____

Owner's Signature & Date: _____

Owner's Signature & Date: _____

Owners include **ALL** persons listed as owners of the property.

Application Review Results

- Approved
- Not Approved
- Approved as Noted
- Additional Information required (see below)

Committee Members

Reviewed by: [Initials] _____ Date: _____

Reviewed by: [Initials] _____ Date: _____

Reviewed by: [Initials] _____ Date: _____

Reviewed by: [Initials] _____ Date: _____

Reviewed by: [Initials] _____ Date: _____

Reviewed by: [Initials] _____ Date: _____

Authorizing Signature: _____

Comments

Application Submittal

- Please Mail TWO copies of the application and supporting documents to the Community Management Agent below.
- DO NOT INCLUDE ORIGINALS AS THEY WILL NOT BE RETURNED. ALL PAGES MUST BE LEGIBLE COPIES.
- Only pages one, two and three of the application are required to be submitted for review.

Mail your application and supporting documents to:

Patuxent Glen Community Association
c/o Procom
1111 Benfield Blvd. Suite 110
Millersville, MD 21108

Note: The 30 day review period begins upon the date of receipt by the community management agent, not when you mailed the application.

Required Exhibits and Supporting Documentation

The supporting documentation listed below must accompany this architectural change request, as applicable for the proposed change. An application submitted without all required submissions would be considered incomplete. In such case, the architectural Review Committee's 30 day review period will not commence until **ALL** required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Anne Arundel County for the proposed modifications.

A. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided both for repainting or re-staining existing modifications and for structural additions, together with a list of existing paint colors on the house or appurtenant structures.

B. Finish Materials – A description and/or sample of all finish materials to be used to the exterior surface of proposed modifications must be provided.

C. Site Plan, Survey, or Plot Plan – A site plan, drawn to scale showing the location and dimensions of the proposed modification, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape modifications which require approval, and structural additions to the home.

D. Architectural Drawings and Landscape Plans – Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home and major landscape modifications which would change the topography of the lot to landscape plan originally provided by the builder or former owner.

E. Photographs – The inclusion of photographs is appropriate for storm doors, exterior lighting fixtures, decorative objects, sheds, fences, siding, shutters, mailboxes and similar cosmetic additions to the unit or lot. A manufacturer's pamphlet with the item's picture will suffice.

F. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Review Committee prior to the submission of an application.

G. Contractor Estimate or Proposal – Contractors and vendors that you may use for modifications generally provide an estimate or proposal for the work to be performed. In many instances, these documents contain a majority of the information required by the Architectural Review Application. It is recommended you attach these documents to the application. The cost may be obscured on any documents included.

H. Building Permits – Copies of building permits may be required by the Architectural Review Committee before the commencement of the project.