

# WESTPHALIA ROW HOMEOWNERS ASSOCIATION

## APPLICATION FOR ARCHITECTURAL CHANGE

TO: Architectural Control Committee  
c/o CMI  
3414 Morningwood Drive  
Olney, Maryland 20832

Phone: 301-924-7355  
Fax: 301-924-7340

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

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

**Directions:** (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations, or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations, and other data. Show location of item on your property on a copy of the survey.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures:**

Consent of at least four (4) property owners who are most affected because they are adjacent and/or have a view of your change is generally required. Should one of your neighbors disapprove please so indicate with the reason for their disapproval noted in the comments section. Their signatures indicate an awareness of your intent and do not constitute or indicate approval or disapproval by the committee.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

**Owner's Acknowledgments:**

I understand...

1. ...that nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said construction.

2. ...that no work on this request shall commence until written approval of the Architectural Control Committee has been received by me.
3. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
4. ...that any approval is contingent upon construction or alteration being completed in a workmanlike manner.
5. ...that members of the Architectural Control Committee are permitted to make a routine inspection.
6. ...that a copy of this application will be returned to me after review of the Architectural Control Committee.
7. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
8. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.
9. ...that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for all required building permit(s) are my responsibility.
10. ...that any variation from the original application must be resubmitted for approval.

Owner / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-owner / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REMINDER: Processing can take 2 - 8 weeks. Attachments that must be enclosed with the ACC Application include:**

- (1) A completed application including signatures and a full description of changes or what is being built.
- (2) Either a photo, catalog illustrations, drawing, or picture, etc.
- (3) An elevation, showing how the finished project will look at ground level.
- (4) Copy of survey (plat map) marked with change being requested.
- (5) A list of building materials.

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**FOR COMMITTEE USE ONLY:**

Date Received \_\_\_\_\_  
 Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_  
 Comments: \_\_\_\_\_  
 Developer: \_\_\_\_\_ Date: \_\_\_\_\_

## **LANDSCAPING**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of landscaping modifications on site
- ..... Landscaping plan drawing with plants and other materials indicated

## **PAINT COLOR CHANGE**

- ..... Standard Architectural Change Application form must be completed
- ..... Paint or stain brand and number
- ..... Specification of areas to be painted and color to be used (a simple drawing of the house listing areas to be painted and colors used would be helpful)

## **PATIOS**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of patio on site
- ..... Scaled drawing showing dimensions
- ..... Materials

## **PLAY EQUIPMENT**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey showing location of landscaping modifications on site
- ..... Brochure or catalog photo and description
- ..... Color/finish

## **STORM DOORS**

- ..... Standard Architectural Change Application form must be completed
- ..... Brochure or catalog photo and description
- ..... Color/finish

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## **WINDOWS AND DOORS**

- ..... Standard Architectural Change Application form must be completed
- ..... Copy of survey indicating location of new window or door
- ..... Elevation view of window on house with location, width, and height dimensions
- ..... Brochure or catalog photo and description
- ..... Color/finish

## **SATELLITE DISHES**

- ..... Must show location of where dish will be installed on the house
- ..... The size of the satellite dish

