

**POTOMAC GLEN COMMUNITY ASSOCIATION
ARCHITECTURAL CHANGE APPLICATION**

Notice: Starting a project prior to receiving written approval may result in a fine.

To: Potomac Glen Community Association, Inc
c/o The Management Group Associates
20440 Century Blvd., Suite 100
Germantown, MD 20874

Phone: (301) 948-6666
Email: TMGAInc@TMGAInc.com

From: _____

Date: _____

Address: _____

Phone: _____

Email: _____

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Committee for approval all proposed exterior additions, changes, or alterations to house and lot. In order to be considered by the Architectural Review Committee, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). To help you make sure your application is complete, checklists are available for many common alterations (please use these checklists to avoid delays caused by an incomplete application).

Description of proposed change: Please print or type (this section must be completed in order to process)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, copy of survey with the location of the modification marked, etc. to fully describe the proposed change.

Neighbor's Acknowledgements:

You are required to obtain the signatures of four (4) property owners who will be most affected by the proposed change. Signature by your neighbors indicates awareness of your proposed change and does not constitute approval or disapproval on their part.

Name: _____
Address: _____

Name: _____
Address: _____

Signature: _____

Signature: _____

Name: _____
Address: _____

Name: _____
Address: _____

Signature: _____

Signature: _____

Owner's Acknowledgement:

I/We understand and agree:

1. ...that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. ...that approval by the committee shall in no way be constructed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. ...that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the committee to disapprove such plans and specifications or any elements or features thereof in the event such plans are subsequently submitted for use in any other instance.
4. ...that no work on the proposed change shall begin until written approval of the committee has been received by me; that if work is begun prior to approval, I may be subject to a fine of \$150.00; I may be required to return the property to it's former condition at my own expense if this application is disapproved in whole or in part; and I may be required to pay all legal expenses incurred.
5. ...that there shall be no deviations from the plans, specifications, and locations approved by the committee without prior written consent of the committee; any variation from the original application must be resubmitted for approval.
6. ...that I authorize members of the committee to enter upon my property to make one or more routine inspections.
7. ...that construction or alterations in accordance with the approval plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. ...that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. ...that I am responsible for any damage and all cost to repair green space or community property those results from the proposed modifications.

Owner/ Applicant Signature: _____ **Date:** _____

Co-Owner/ Applicant Signature: _____ **Date:** _____

Required attachments:

1. Completed checklist for proposed modification (if applicable)
2. Descriptive information (typically plans and specifications, including sketches, photo, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

FOR COMMITTEE USE ONLY:

Approved: _____ Disapproved: _____ Not considered (application not complete) _____

Comments/ Conditions: _____

Authorization Signature: _____ Date: _____