

APPLICATION FOR ARCHITECTURAL CHANGE

To: Blunt Commons HOA  
Architectural Control Committee  
c/o MTM Management  
P.O. Box 506  
Damascus, Maryland 20872-0506

From: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_ Lot Number: \_\_\_\_\_

Instructions:

The Declaration of Covenants requires that you submit to the Committee for approval all proposed exterior addition, changes or alterations to your house and lot. In order to be considered by the Committee, your application for architectural change *must* include:

- (1) The plans and specifications (including sketch, photo, catalog illustrations, etc.) showing the nature, kind, shape, color, height, materials; and
- (2) Copy of survey marked to show the location of the proposed change

Upon receipt of a *complete* application, the Committee will decide whether to approve/disapprove the proposed change based upon a determination as to the proposed change's harmony of exterior design, color and location in relation to surrounding structures and topography, and conformity with the design concept of the subdivision. Applications that do not contain the required information do not constitute submittals under the Declaration of Covenants and will not be considered by the Committee.

Description of Proposed Change: (please print or type)

Describe the proposed change to your house or lot. Please attach a continuation sheet should additional space be required to fully describe the proposed change.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Acknowledgement by Neighbors of Proposed Change:

You are requested to obtain the signatures of the (4) four 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: \_\_\_\_\_ Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ Address: \_\_\_\_\_  
 Lot: \_\_\_\_\_ Lot: \_\_\_\_\_

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

Property owners that object to the proposed change should independently contact the Committee in writing with the specific reason(s) for their objection.

Owner's Acknowledgment

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 construed 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 and specifications are subsequently submitted for use in any other instance.
4. That no work on this proposed change shall commence until written approval of the Committee has been received by me.
5. That there shall be no deviations from the plans, specifications and location approved by the Committee without the prior written consent of the Committee.
6. That I authorize members of the Committee to enter upon my Property to make a routine inspection(s).
7. That construction or alterations in accordance with the approved plans and specifications must commence and be substantially completed within the time periods provided for in the Declaration of Covenants, otherwise the approval by the Committee shall be conclusively deemed to have lapsed and withdrawn.
8. That it is my responsibility and obligation to obtain all building permits, to contact *Miss Utility*, and construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

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

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

- You must include:**
1. **The plans and specifications, including sketch, photo, catalog illustrations, etc.**
  2. **Copy of survey marked showing location of proposed change**

**FOR ACC USE ONLY:** \_\_\_\_\_ Date Received: \_\_\_\_\_

THE PROPOSED CHANGE IS (CHECK ONE):

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Not Considered (Include items listed below and resubmit): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE PROPOSED CHANGE IS SUBJECT TO THE FOLLOWING (if not, mark N/A):

Comments/Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the Committee: By: \_\_\_\_\_  
Authorized Signature Date