



Montgomery West Home Owner Association
Home Improvement Request for Principle residence or property

Architectural and Environmental Review Committee
Application for Change

To:

Owner's Name: _____
Address: _____

Home Phone: _____
Work Phone: _____
Lot No. _____

Instructions:

Please provide a detailed description of the proposed improvements, alterations or changes to your property. Include drawings, plans, dimensions, construction material(s), color(s), finish and appearance, and any other pertinent information that would be needed by the Committee in order to make a decision. Enclose a copy of the surveyor-certified plot for your property, which indicates existing property lines and dimensions. Indicate the location and dimensions of the change on the plat. Include set-back distances from property lines. Please use separate forms for each architectural change requested.

Description (attach additional information, plans, or sketches to application, as needed):

Number each attached page (each side).

Indicate number of pages attached as part of this application: _____

Attachments:

Drawing of construction with size and actual location, or;

Building Permit (Permit Requirement may or may not be necessary)

Full Name and Address with Phone number of homeowner requesting approval. (Attachment is required)

Permits:

The Montgomery County Department of Environmental Protection requires homeowners to obtain building permits for installation of additions, decks, fences, skylights, hot tubs, patios, sheds and other alterations. The AFRC reserves the right to contact County agencies to verify compliance with code and permit requirements, and to seek enforcement of these regulations to ensure construction is performed in a safe and legal manner.

County regulations require that homeowners in the community obtain AFRC approval PRIOR to obtaining the necessary building permits. Failure to comply with these regulations may be a criminal violation, and enforcement may be referred to legal authorities.

Signatures:

Obtain the signatures of ALL homeowners who share property lines with you and who will have a direct view of this change. A minimum of two (2) signatures must be obtained. In the event that property lines are not shared with more than one (1) other property, you must obtain at least one (1) other signature from a neighbor who will have a direct view of the change. In the event that a required signature can not be obtained, the AERC will arrange for proper notification.

This process may extend the time normally required to approve an application. Attach additional signature information, as necessary.

NOTE: Signatures do not constitute approval or disapproval of the changes described in this application, they merely indicate an awareness of the proposed changes. Homeowners may contact any member of the AERC to protest a proposed change. Protests should be in writing, and must be delivered within ten (10) days of the date signed.

Owner's Signature: _____ Date: _____

Owner's Address: _____

Owner's Signature: _____ Date: _____

Owner's Address: _____

Owner's Signature: _____ Date: _____

Owner's Address: _____

Applicant's Acknowledgment

By signing this Application for Change, I testify that I am the legal owner of the property. I acknowledge that I am solely responsible for building permits, engineering, water drainage, and /or any other aspect of this work which might require professional or technical consultation/approval.

I am solely responsible for property damage and/or personal injury which might occur as a result of this work. I am also responsible for any damages to community property and will assume the cost for any required repairs as determined by the Montgomery West Board of Directors. If my

application is approved, I fully understand that the approval is only for what is indicated on this form, and is based upon the facts I have presented.

Owner's Signature: _____ Date: _____

For AERC use only:

Date Received by AERC: _____

Pursuant to Article VII of the Montgomery West Homeowners Association Declaration, the undersigned representative of the AERC is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted.

Approved - Plans and Specifications submitted in this application meet the requirements of all current by-laws, documents, Declaration, and rules & regulations of the Montgomery West Homeowners Association. Comments:

Disapproved - Plans and Specifications submitted in this application do not meet the requirements of all current by-laws, documents, Declaration, and rules & regulations of the Montgomery West Homeowners Association. Comments:

Incomplete –Further information is required before this application can be approved. Please resubmit this application with the following additional information:

Two AERC Member Signatures Required

Approved by _____ Date _____

Approved by _____ Date _____