

# ARCHITECTURAL CHANGE REQUEST (ACR) APPLICATION\*

Please mail or deliver to:

Architectural Review Committee  
Orchard Knolls Homeowners' Association  
P.O. Box 4225  
North Potomac, MD 20885

Date \_\_\_\_\_

Name \_\_\_\_\_

Address of proposed change: \_\_\_\_\_

Mailing address, if other than unit: \_\_\_\_\_

Home Telephone: \_\_\_\_\_; Work Telephone: \_\_\_\_\_

General description of proposed change:

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

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**Required** exhibits and supporting documents:

The supporting exhibits or supporting documentation listed below must accompany this architectural change application, 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 60-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 Montgomery County for the proposed improvements.

A. Paint or Stain Color Samples - A sample and model number of the color(s) to be used must be provided, both for repainting or re-staining existing paint colors on the house or appurtenant structures.

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

C. Site-Plan - A site plan, drawn to scale, showing the location and dimensions Of the proposed improvements, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, fences and major landscape changes.

D. Architectural Drawings and Landscape - Detailed architectural drawings or plans must be provided for decks and major landscape plan originally provided by the builder.

E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.

F. Signature(S) - When erecting a fence or Shed, you must obtain the signatures of the unit owners on either side and behind your unit; unless you are in an end unit, then you only need the signature of the unit owner adjacent and/or perpendicular to yours.

G. 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 submission of an application.

Estimated starting date of construction: \_\_\_\_\_  
(After approval by the Architectural Review Committee)

Estimated completion date: \_\_\_\_\_

**OWNER AGREEMENT:**

**\*This Application and Architectural Guidelines Are One Document;** Owner acknowledges awareness that authority for this document is Article VIII of Orchard Knoll's *Declaration of Covenants* and that owner has familiarity with Article VIII's architectural restrictions and review requirements. In particular, owner acknowledges that he/she *has reviewed* the most recent copy of *Architectural Guidelines Document*. Owner acknowledges that content and intent of this application is for owner to meet all requirements of most recent copy of *Architectural Guidelines Document*. Most recent copy is available at: [www.orchardknolls.org](http://www.orchardknolls.org), or by contacting any member of Architectural Review Committee or Board of Directors.

**Expiration Dates:** Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within six months (182 days) following approval and completed within one year (365 days), or other time frame authorized by the Architectural Review Committee.

**Montgomery County Regulatory Compliance:** 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 Montgomery County, to which the above property is subject. Further, Nothing contained herein shall be construed as a waiver or modification of any said restrictions. Where required, appropriate building permits shall be obtained from Montgomery County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

**Early Start Financial, Legal and Restoration Penalties:** Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Architectural Review Committee. 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 previous 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 Owner.

**Permission to Enter Property:** Owner agrees to give the Architectural Review Committee, Board of Directors and/or Managing Agent express permission to enter the Owner's property at a reasonable time to inspect the proposed project, project in progress and completed project.

**Completion According to Plan:** 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.

**Damage to Common Areas:** Owner accepts financial responsibility for damages to common areas. Owners or contractors accomplishing approved construction, that damage common area sod, turf, trees, shrubs etc., are financially liable for restoration costs of this damage. Board of Directors will solicit witnesses, photograph the damage, call for a hearing, and bill the owner for damage restoration under provisions of "*Common Area Rule 2003-1*".

**I/We are in agreement with all terms and conditions of this *Architectural Change Request*:**

Owner's Signature: \_\_\_\_\_, Date \_\_\_\_\_  
Co-Owner's Signature: \_\_\_\_\_, Date \_\_\_\_\_

**FENCES & TH SHEDS ONLY:**

Neighbor Owner's Signature: \_\_\_\_\_, Date \_\_\_\_\_  
Neighbor Owner's Signature: \_\_\_\_\_, Date \_\_\_\_\_  
Neighbor Owner's Signature: \_\_\_\_\_, Date \_\_\_\_\_

**FOR USE BY ARCHITECTURAL REVIEW COMMITTEE:**

Date Received by Architectural Review Committee \_\_\_\_\_

Action Taken: \_\_\_\_\_, Date \_\_\_\_\_

Comments: \_\_\_\_\_

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