



**ARCHITECTURAL REVIEW COMMITTEE
PROPOSED CHANGE APPLICATION**

1. **NAME:** _____

2. **PROPERTY ADDRESS:** _____

3. **TELEPHONE: (H)** _____ **(W)** _____ **(C)** _____

4. **E-MAILS:** _____

5. **MAILING ADDRESS (if different from property address):**

6. **GENERAL DESCRIPTION OF PROPOSED CHANGE.** Please provide a detailed description of the proposed change, to include dimensions, measurements, location on the property or building, materials, colors, and the reason for the change. Please attach pictures, brochures, samples, etc. as well.

7. EXPLANATION OF REQUIRED EXHIBITS AND SUPPORTING

DOCUMENTATION. The supporting exhibits or supporting documentation listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Modifications Committee's forty-five (45) 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 Prince Georges County.

- ***SITE PLAN*** - A registered site plan of the property (which shows property lines and unit orientation) showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for ALL applications **EXCEPT** for *storm doors and decorative objects over 18 inches*. **Site plans/plats must be to scale. Faxed site plans/plats are not accepted. Decks require a copy of your site plan and a copy of the rail system.**
- ***ARCHITECTURAL DRAWINGS AND PLANS*** - Detailed architectural drawings or plans must be provided for ALL proposed structures and major landscape improvements **EXCEPT** for storm doors and decorative objects over 18 inches. These drawings must be accurately illustrated on the site plan. Please contact the management office for requirements specific to certain improvements.
- ***PAINT OR STAIN COLORS*** - A sample of the color(s) to be used must be provided for all painting and staining, together with a list of existing colors on the house or appurtenant structures which will remain unchanged. Redwood color stain or sealant is not permitted.
- ***FINISHED MATERIAL***- A description and/or sample of all finish material to be used for the exterior surface of proposed improvements must be provided.

- **BROCHURES OR PHOTOGRAPHS** - The inclusion of photographs or a product brochure is appropriate to clarify type, model, and style of additions such as storm doors, lighting fixtures, decorative objects, etc.
- **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 Managing Agent prior to the submission of an application.

8. ESTIMATED STARTING DATE OF ALTERATION: _____

9. ESTIMATED COMPLETION DATE: _____

10. NOTIFICATION OF SURROUNDING LOT OWNERS: A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or whose lots are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is required through the signing of the Design Review Application by the above-specified lot owners.

11. SIGNATURES OF LOT OWNERS. Neighbor's signatures on this application DO NOT indicate approval of the proposed modification, only that they have been shown a complete application and plans for the modification(s)/alteration(s) being applied for on this application.

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

| Printed Name | Address | Signature |
|--------------|---------|-----------|
| | | |

12. NOTES:

- 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 local building and Zoning Codes to which the above property owner is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
- Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

- Owner understands and agrees that no work on this request will commence until written approval is obtained from the Modifications Committee. Additions or exterior changes made before approval will result in a charge of up to \$500.
- 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 former condition at Owner's 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 the Owner.
- Owner agrees to give the Modifications Committee and/or Managing Agent express permission to enter on the Owner's property during normal business hours to inspect the proposed project, the project in progress, and/or the completed project.
- 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.
- Owner acknowledges that he/she is familiar with the design review requirements and procedures for Saddlebrook West HOA.
- Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 360 days, or other time frame authorized by the Modifications Committee. Work is not considered complete until Owner calls the Managing Agent for a final inspection and, after final inspection, a Certificate of Compliance has been issued.
- If applying for a deck, top view and side view drawings with accompanying measurements must be attached.
- All applications require a copy of your plat (land survey) indicating (in outline form and to scale) the location of the proposed improvement or addition.

I have read and I understand the above application and notes in their entirety and do hereby submit this application for review by the Saddlebrook West HOA Architectural Review Committee.

OWNER'S SIGNATURE

DATE

Please email to: EDesmukes@procomgt.com

Please Mail or Deliver to: Saddlebrook West HOA Architectural Review Committee, c/o ProCom, attn: Ms. Erinn Desmukes, 400 Serendipity Drive, Millersville, MD 21108.