

WOODMONT OVERLOOK HOMES ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE

**APPLICATION FOR ARCHITECTURAL CHANGE**

To: Woodmont Overlook Homes Association, Inc.  
c/o Abaris Realty Inc.  
Attn: Adam Landsman, Community Manager  
7811 Montrose Road, Suite 110  
Potomac, MD 20854

Date: \_\_\_\_\_

**Owner' Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Owner's Mailing Address:** \_\_\_\_\_

**Instructions:**

Please provide a detailed description of the proposed improvements, alterations or changes to your property. Please submit complete plans and specifications for the project, including but not limited to, the height, length, size, shape, color, materials, type of construction, and location on the plat of the proposed change.

Photographs or sketches of similar completed projects will aid the prompt consideration of the application. If the alteration affects the existing drainage pattern, the proposed drainage pattern change must be included in the application. Descriptive text including purpose of the addition or alteration must also be included in the proposal. In addition, please address any guidelines set forth in ARCHITECTURAL CONTROL COMMITTEE RULES, REGULATTONS, AND GUIDELINES (Resolution No. 5) under the heading "ALTERATIONS REQUIRING BOARD/ACC SUBMISSION AND APPROVAL" (SECTION 1.D). ANY deviation from the guidelines must be accompanied by written justification explaining the basis for the variance. Such justifications will be considered during the Board /ACC review process, but provide no assurance of application approval.

Please mail or email the completed form and supporting materials to Management as shown above. THE CHANGES REQUESTED ARE NOT AUTHORIZED UNLESS AND UNTIL THIS REQUEST IS APPROVED IN WRITING.

ACC Application  
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**Type of Architectural Change:**

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

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Number each attached page (each side). Indicate the total number of pages attached as part of this application: \_\_\_\_\_

**Permits:**

The Board/ACC reserve the right to contact City/County agencies to verify compliance with applicable building and construction code and permit requirements, and to seek enforcement of such requirements to ensure construction is performed in a safe and legal manner. However, approval by the ACC/Board is not a determination that the proposed architectural change complies with any applicable building or construction codes.

**Applicant's Acknowledgement**

The undersigned owner, by signing this **Application for Architectural Change** affirms and agrees (on behalf of all co-owners) as follows:

1. That this modification may require a City/County building permit or may be subject to other governmental regulations. I agree to obtain all required City/County approvals. Miss Utility will be contacted prior to the commencement of any construction as appropriate. Approval of this application satisfies only the requirements of the Association and not any obligations to the City/County or other government body as may be required.
2. That I assume full responsibility for: all landscaping, grading, and/or drainage issues relating to the improvements; any damage to adjoining property (including common area); and any injury to third persons associated with the improvement.
3. That all work associated with the project will be completed within my property lines.
4. That no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved.

- 5. That an approval is contingent upon the construction being completed in a professional and a workmanlike manner in accord with the specifications as submitted in this application.
- 6. That members and/or agents of the Association may enter upon my property to make exterior routine inspections of existing structure and the proposed changes.
- 7. That there are architectural requirements addressed in the ACC Guidelines and a review process as established by the Board of Directors.
- 8. That any approval granted by the Association will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within 1 year of the approval.
- 9. That a variation from the original application must be submitted for approval of the Association.
- 10. Approval of the plans and specifications does not constitute a finding, conclusion, or opinion by the Board/ACC as to the safety of the proposed architectural change, and neither the Association nor the Board/ACC assume any liability or responsibility in connection with the proposed architectural change.

Owner's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_



**Board/ACC Action**

**Owner' Name:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_

\_\_\_\_\_

**Email:** \_\_\_\_\_

**Owner's Mailing Address:** \_\_\_\_\_

**Type of Architectural Change:**

\_\_\_\_\_

Date Received by the Board/ACC:

Pursuant to the governing documents, the Board/ACC is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted. The following action has been taken:

\_\_\_\_\_ Approved - Plans and Specifications submitted in this application meet the requirements of the Declaration, Bylaws, and ACC Rules, Regulations, and Guidelines.  
Comments: \_\_\_\_\_

\_\_\_\_\_ Disapproved - Plans and Specifications submitted in this application do not meet the requirements of the Declaration, Bylaws, and ACC Rules Regulations, and Guidelines.  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Print name, title)