

APPLICATION FOR PROPERTY MODIFICATION

THIS APPLICATION MUST BE SUBMITTED PRIOR TO THE CONSTRUCTION OF ANY EXTERIOR ARCHITECTURAL MODIFICATION OR IMPROVEMENT OF ANY CHARACTER, INCLUDING CHANGES IN COLOR, MATERIAL, ROOF, DOORS, WINDOWS, SIDING, and including WALKS, WALLS, STORAGE SHEDS, OR OTHER STRUCTURES

APPLICATION PROCESS: Please complete the entire application and submit to the Architectural Review Committee (ARC) by mailing or placing the materials requiring review in the mail box at 8009 Hamilton Spring Road, Bethesda, Maryland 20817. The homeowner should submit 2 sets of plans and other required material **by the 20th of the month prior** to the ARC meeting for review by all ARC members. The homeowner should also notify in writing the adjacent neighbors not less than one week prior to the ARC meeting. Adjacent neighbors should include those across the street and those having a common property line or corner.

ARC MEETING: Review meetings are held at the **Carderock Swim and Tennis Club at 7:30 p.m. on the first Wednesday of each month.** The builder, designer, or architect of the project should attend with the homeowner to make a presentation of the project to the ARC.

REVIEW PROCESS: Two submittals and presentations to the ARC are recommended for architectural modifications with an optional third review at the discretion of the ARC. The first submittal should occur at the conceptual phase of design and the second submittal prior to permitting of the Construction Documents.

Applicant _____

Address _____

Phone _____

E-mail _____

DESCRIPTION OF PROPERTY MODIFICATION: Briefly

REQUIRED MATERIALS FOR ARCHITECTURAL MODIFICATION SUBMISSIONS

- Plot plan showing location of the improvement(s), existing and proposed grading
- Plans, specifications, and details
- List of exterior materials
- Color scheme samples (2 x 2")
- Photographs of existing conditions

Contractor _____

Address _____

Owner will do own work: Yes _____ No _____

Please obtain signatures of adjacent property owners and others who will see the exterior modifications. Their signature does not indicate their approval of the planned project but only their acknowledgement of it.

	Name	Address	Signature
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

ARCHITECTURAL REVIEW COMMITTEE ACTION:

Approved Denied Date _____

By : _____

BOARD ACTION (when necessary) _____
