

Clopper's Mill Community Association, Inc. Architectural Change Application

Submit application to: Clopper's Mill Community Association, Inc.
 c/o Property Management People, Inc.
 955-A Russell Avenue
 Gaithersburg, MD 20879
 Phone: 301-963-3337 E-Mail to: pamelamw@pmpbiz.com

Lot Owner:

Name: _____ Lot: _____ Block: _____
 Unit _____
 Address: _____ Home Phone: _____
 Email: _____ Work Phone: _____

Directions:

The Declaration of Covenants, Conditions and Restrictions requires that lot owners submit to the Association for approval all proposed exterior additions, changes or alterations to a building and/or lot. In order to be considered for approval, the application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the lot survey with the location marked). To aid in the preparation of a complete application, checklists are available for many common alterations. Please consult the checklist appropriate for the project to avoid delays caused by an incomplete application.

Description of Proposed Change:

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, copy of lot survey with the location of the modification marked, etc. to fully describe the proposed change.

Neighbors' Acknowledgments:

Obtain the signatures of the four (4) property owners who will be most affected by the proposed change. Signature by a neighbor acknowledges that the neighbor has been made aware of your proposed change. Neighbor signature does not constitute approval or disapproval on the part of the neighbor. Once a neighbor has been made aware of a proposed change, the neighbor may contact the association to provide feedback regarding the proposed change.

Name: _____
Address: _____
Lot/Block: _____
Signature _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Lot Owner Acknowledgements:

I/we understand and agree:

1. ... that approval by the Association shall in no way be construed as passing judgement on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. ... that approval by the Association in no way be construed as to passing judgement on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of Montgomery County Maryland.
3. ... that approval of any particular plans and specification or design shall not be construed as a waiver of the right of the Association to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. ... that no work on the proposed change shall begin until written approval of the Association has been received by the lot owner(s); that, if work is initiated prior to approval, lot owner(s) will be subject to a fine of \$150 plus \$25 per day that the non-approved work persists. Lot owner(s) may be required to return the property to its former condition at lot owner(s) expense if the application is disapproved wholly or in part; and lot owner(s) may be required to pay all legal expenses incurred by the Association.
5. ... that there shall be no deviations from the plans, specifications, and location approved by the Association without prior written consent of the Association; any variation from the original application must be resubmitted for approval.
6. ... that lot owner(s) authorize members of the Board of Directors of the Association or the members of an Architectural Committee appointed by the Board of Directors of the Association to enter upon the property to make one or more routine inspections.
7. ... that construction or alterations in accordance with the approved plans and specifications must commence within six (6) months of the approved date of this application and be completed within twelve (12) months of the approved date of this application, otherwise the approval of the Association shall be deemed conclusively to have lapsed and to have been withdrawn.
8. ... that it is the lot owner(s) responsibility and obligation to obtain all required building permits, to arrange for marking of utilities and to construct the improvements or modifications in a workmanlike manner in conformance with all applicable building codes and zoning codes.
9. ... that lot owner(s) is/are responsible for any damage and all cost to repair damage to greenspace or community property that results from the proposed improvement or modification.

Lot Owner/Applicant Signature: _____ Date: _____

Lot Co-Owner/Applicant Signature: _____ Date: _____

Required Attachments: Descriptive information – typically plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location(s) marked.

For Association Use Only:

Date Appl. Received: _____

Application is: Approved Approved w/Conditions Disapproved Incomplete

Comments/Conditions: _____

Authorized Signature: _____ Date: _____

Association Database Lot ID: _____ Association Database Application ID(s): _____