

POTOMAC CROSSING HOMEOWNERS ASSOCIATION

APPLICATION FOR EXTERIOR MODIFICATION

Applicant Name(s): _____ Phone: (HOME) _____ (WORK) _____

Property Address: _____ Email Address: _____

_____ Lot# _____

I. DIRECTIONS: (Please print or type)

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location of item on your property on a copy of your house location survey. Include details of color(s), measurements, materials, and any other pertinent information.

Please note that incomplete applications will be returned to you for completion and will delay the approval process.

NOTICE: In order to process your application you need to provide the original plus three (3) copies of your paperwork (including attachments). ALL attachments and pertinent information **MUST** accompany this application. *Please DO NOT send separately.*

A SEPARATE FORM MUST BE USED FOR EACH PROPOSED CHANGE.

II. SIGNATURES:

Acknowledgment of at least two (2) property owners who are most affected because they are adjacent and/or have a view of your change is needed. Their signatures indicate an awareness of your intent and does not constitute or indicate approval or disapproval.

Name* _____ Lot# _____
Address _____ Telephone: _____
Name* _____ Lot# _____
Address _____ Telephone: _____
Name* _____ Lot# _____
Address _____ Telephone: _____
Name* _____ Lot# _____
Address _____ Telephone: _____

NOTE: *Adjacent Property Owner's signature does NOT indicate agreement to or approval of this application.
****Any comments or objections should be provided to the management company within ten (10) days.** Otherwise, comments or objections may not be received in time by the AECC for their consideration of this application.

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III. OWNER'S ACKNOWLEDGMENTS: I/WE understand...

- A. ...that there are architectural requirements covered by the Covenants and guidelines and that there is a review process as established by the Covenants and the Board of Directors.
- B. ...that no work on this request shall commence until written approval of the Architectural & Environmental Control Committee (AECC) has been received by me.
- C. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed and that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved; and that I may be required to pay all legal expenses incurred **AND** that any approval is contingent upon construction or alterations being completed in a proper manner.
- D. ...that members of the AECC, Board of Directors, or their agents are permitted to make a routine inspection.
- E. ...that a copy of this application will be returned to me after review by the AECC.
- F. ...that the alteration authority granted by this application will be **revoked automatically** if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed within 180 days after work has commenced.
- G. ...that any approval by the AECC on behalf of the Association is strictly limited to an evaluation as to harmony of external design, color and location in relation to surrounding structures and topography and conformity with the design concept for the community and shall not be construed to represent that alterations to land or buildings pursuant to these plans will not violate any of the provisions or building and zoning codes of the county to which the above property is subject.
- H. **...that I am solely responsible for insuring that all proposed improvements meet local building codes and that obtaining the necessary building permit(s) is my sole obligation and responsibility.**
- I. **...that any approval by the AECC on behalf of the Association does not address any issue or matter governed by any governmental agency or utility company that may have review/approval authority or may control an easement directly affecting your property.**
- J. ...that any variation from the original application must be resubmitted for additional approval.

NOTICE: Please be aware that any approval of this application by the Potomac Crossing Homeowners Association (Association) is only on behalf of the Association. The proposed change may require a permit from the Montgomery County Department of Permitting Services (DPS) or from the Maryland National Capitol Park & Planning Commission (MNCPPC) and determining the requirement for and obtaining such permits and/or approvals would be the sole responsibility of the applicant.

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

CO-OWNER/APPLICANT SIGNATURE: _____ DATE: _____

- ATTACHMENTS:** (1) Sketch, photo, catalog illustration, etc.
(2) Site plan or house location survey marked with change being requested.

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FOR COMMITTEE USE ONLY:	DATE RECEIVED: _____
APPROVED (Signature): _____	DATE: _____
DISAPPROVED (Signature): _____	DATE: _____
COMMENTS (Restrictions, additional requirements, reasons for disapproval): _____	

Please mail **original plus three (3) copies** of your application and attachments to:
Potomac Crossing Homeowners Association • c/o Vanguard Management Associates, Inc.
P. O. Box 39 • Germantown, Maryland 20875-0039

REMINDER
Advertising type signs may not be displayed in your Community.
Potomac Crossing HOA Declaration, Article VII. Section 6(i).

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