

# CLOPPER'S MILL WEST COMMUNITY ASSOCIATION ARCHITECTURAL CHANGE APPLICATION

*Notice: Starting a project prior to receiving written approval may result in fines.*

To: Clopper's Mill West Community Association  
c/o The Management Group Associates  
20440 Century Blvd., Suite 100  
Germantown, MD 20874

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From: ..... Lot: ..... Block: .....  
Address: ..... Home phone: .....  
Work phone: .....

Directions:

The Declaration of Covenants requires that you submit to the Architectural Review Committee for approval of all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Architectural Review Committee, your 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 survey with the location marked). To help you make sure your application is complete, checklists are available for many common alterations (Please use these checklists to avoid delays caused by an incomplete application).

**Description of Proposed Change: (Please print or type) This section must be completed in order to process.**

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 survey with the location of the modification marked, etc. to fully describe the proposed change.

Neighbors' Acknowledgments:

You are requested to obtain the signatures of the four (4) property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: .....	Name: .....
Address: .....	Address: .....
Lot/Block: .....	Lot/Block: .....
Signature: .....	Signature: .....
Name: .....	Name: .....
Address: .....	Address: .....
Lot/Block: .....	Lot/Block: .....
Signature: .....	Signature: .....

Owners' Acknowledgments:

I/we understand and agree:

1. ... that approval by the Committee shall in no way be construed as to pass judgment 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 Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. ... that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee 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 Committee has been received by me; that, if work is begun prior to approval, I will be subject to a fine of \$150, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. ... that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. ... that I authorize members of the Committee to enter upon my Property to make one or more routine inspection(s).
7. ... that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. ... that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. ... that I am responsible for any damage and all cost to repair green space or community property that results from the proposed modification.

Owner/Applicant Signature ..... Date .....

Co-Owner/Applicant Signature ..... Date .....

- Required Attachments:
- (1) Completed checklist for proposed modification (if available),
  - (2) 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 marked) .

FOR COMMITTEE USE ONLY: Date Received: .....

Approved: ..... Disapproved: ..... Not Considered (application not complete) : .....

Approval of the proposed change is subject to the following (if not, mark N/A):

Comments/Conditions: .....

Authorized Signature: ..... Date: .....

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## MAJOR ADDITIONS/MODIFICATIONS (EXAMPLES: ROOM ADDITIONS OR EXPANSIONS)

Architectural Change Applications for major additions or modifications must include detailed information when submitted to the Architectural Review Committee for consideration. Keep in mind that the Committee must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings.

Standard Architectural Change Application form must be completed

Copy of survey showing location of the structure or installation on site

Front and side architectural elevations and plan views with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans or blueprints should include (if applicable):

1. length, width, and height measurements throughout
2. size of materials to be used as trim
3. size of corner boards
4. size of cap plates covering wood beams
5. size and construction of concrete base
6. size of doors and windows, materials used
7. size of trim around windows and doors
8. measurement of gutter boards, and board & batten
9. dimension of roof overhang
10. dimensions on all exterior materials shown on plans with details for roof overhangs
11. finish/color (all trim must be identified and its color specified)
12. roof plans, pitch of roof, materials used and color
13. step risers and treads

Any other information necessary to assist the Committee in making a judgment on the request (photographs could be helpful).

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## PLAY EQUIPMENT

Standard Architectural Change Application form must be completed

Copy of survey showing location of landscaping modifications on site

Brochure or catalog photo and description

Color/finish

## STORM DOORS

Some storm doors are pre-approved if they are full view and match the color of the door or wood trim. Please note that pre-approved storm doors do not require an application, provided they are primed and painted to match the front door or trim color *exactly*. If the door you have selected is not in compliance with these specifications, then the following information is required:

Standard Architectural Change Application form must be completed

Brochure or catalog photo and description

Color/finish

## WINDOWS AND DOORS

Standard Architectural Change Application form must be completed

Copy of survey indicating location of new window or door

Elevation view of window on house with location, width, and height dimensions

Brochure or catalog photo and description

Color/finish

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## FENCES

Standard Architectural Change Application form must be completed

Copy of survey showing location of fence on site

Sketch, photograph, or brochure showing design (including gate(s), if any)

Height

Materials

Color/finish

## LANDSCAPING

Standard Architectural Change Application form must be completed

Copy of survey showing location of landscaping modifications on site

Landscaping plan drawing with plants and other materials indicated

## PAINT COLOR CHANGE

Standard Architectural Change Application form must be completed.

Paint or stain brand and number.

Specification of areas to be painted and color to be used (a simple drawing of the house listing areas to be painted and colors used would be helpful)

## PATIOS

Standard Architectural Change Application form must be completed

Copy of survey showing location of patio on site

Scaled drawing showing dimensions

Materials

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## DECK OR PORCH

Standard Architectural Change Application form must be completed

Copy of survey showing location of proposed deck or porch on site

Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, and height

Materials

Detail sketch(es) of railing design(s) and built-in benches, if any

Color/finish

## DECK/PATIO SUNSCREENS, TRELLISES, ETC.

Standard Architectural Change Application form must be completed

Copy of survey showing location on site

Scaled drawing showing plan (overhead view), elevations, and dimensions including length, width, height, and roof slope

Materials

Color/finish

# ARCHITECTURAL CHANGE APPLICATION CHECKLIST

## BASKETBALL BACKBOARD

Standard Architectural Change Application form must be completed

Style (photograph, sketch, or catalog photo)

Dimensions/size

Location on property

Color/finish of backboard and pole

## FIREPLACE/CHIMNEY

Standard Architectural Change Application form must be completed

Copy of survey showing location of chimney

Scaled drawing showing front and side elevations, and dimensions including length, width, and height

Materials

Color/finish

## EV Charging Station for Town houses

Standard Architectural Change Application form must be completed

A copy of the appropriate and required electrical permit.

The name of the contractor performing the installation and a copy of their electrical license.

A drawing showing the exact location of the charging unit in relation to the plat of the owner's home, including accurate measurements

Upon installation's completion, a copy of the successful post-inspection by County inspectors and approval documentation must be promptly provided to the Association.

An accurate drawing showing placement of charging station and all cables/wires/conduits/ and accessories with the exact location of placement.