

WOODLAND HILLS HOME OWNERS ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE
REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

This form, along with the supporting information, may be printed and mailed to:
Woodland Hills ARC, c/o Metropolis, 4307 Gallatin Street, Hyattsville, MD 20781
or emailed to: arc@woodlandhillsmd.com.

Separate forms must be submitted for **EACH** proposed modification.
Include additional pages if necessary.

Please describe, in detail, the proposed alteration to your property for which you are requesting approval, including color(s), size(s), specifications, drawings, materials to be used, location and all other pertinent information. Samples of color chips, shingles, or other such building materials, published architectural descriptions, advertising literature or any other information that will help the Architectural Review Committee (ARC) to fully understand your request will assist in the review of your request. If appropriate, a sketch or detailed drawing of the proposed alteration should be included. **YOUR APPLICATION WILL BE RETURNED/DENIED IF the information requested above is not included with your application.**

Property Owner: _____ Date: _____

Email: _____ Phone: _____

Address of Property: _____

Mailing Address (if different): _____

DESCRIPTION OF PROPOSED MODIFICATION:



REQUEST FOR APPROVAL OF ALTERATION TO PROPERTY

HOMEOWNER'S ACKNOWLEDGEMENTS

I/WE UNDERSTAND THAT:

1. The Board of Directors and/or ARC reviews and approves architectural modifications for appearance and compliance with the *Architectural Guidelines* of the community only. The homeowner is SOLELY responsible for the design, structural integrity, and safety of his/her proposed modification.
2. The material herein contained shall represent alterations which comply with the zoning and building codes of the City of Gaithersburg, Montgomery County and the State of Maryland and nothing contained herein shall be construed as a waiver or modification of such ordinances.
3. No work shall commence until written approval by the ARC has been returned to the applicant. Further, if alterations are made before said approval and any construction or improvement is disallowed by the ARC, the applicant may be required to return the property to its former condition at the applicant's expense, including any legal and administrative expenses incurred and fines imposed.
4. Approval of this application is contingent upon all work being completed in a professional and workmanlike manner and in accordance with the specifications included with this application and the *Architectural Guidelines*. The ARC reserves the right to perform routine inspections before issuing final approval. If any construction or improvement is not completed in a professional and workmanlike manner or fails to be in accordance with the specifications included with this application and the *Architectural Guidelines*, the homeowner may be required to correct the work at the homeowner's expense, including any legal and administrative expenses incurred and fines imposed.
5. Approval as granted by this application will be automatically revoked if work has not been completed within 180 days of the ARC approval date and/or completed by the date specified by ARC.
6. The homeowner must inform ARC by mail or email that the work is completed and ready for final inspection within two weeks of the completion of the work.

By submitting this form, you, the homeowner, acknowledge that you have read, understand, and agree to the conditions listed above.

PROPERTY OWNER SIGNATURE



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FOR ARC USE ONLY

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: _____

ARC MEMBER SIGNATURE

DATE

Date of Homeowner’s notification to ARC that the work is completed and ready for final inspection: _____

FINAL INSPECTION

DATE: _____

☐ APPROVED

☐ APPROVED WITH CONDITIONS

☐ DENIED

COMMENTS: _____

ARC MEMBER SIGNATURE

DATE