

DESIGN REVIEW APPLICATION CONSTITUTION HILLS ASSOCIATION, INC.

Date Received _____

Please Mail or Deliver To:

Architectural Control Committee
Constitution Hills Association, Inc.
P.O. Box 638
LaPlata, MD 20646
301-843-4005

1. NAME: _____
2. ADDRESS OF PROPOSED CHANGE: _____
3. MAILING ADDRESS OF APPLICANT: _____
4. E-MAIL ADDRESS: _____
5. HOME TELEPHONE: _____ WORK PHONE: _____
6. GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

7. REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this architectural review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Committee's forty-five (45) day review period will not commence until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Charles County. **NOTE: It is the homeowners responsibility to obtain all permits as required by Charles County.**

SIGNATURES OF ADJACENT LOT OWNERS

1. NAME: _____
Please print _____ Signature _____

Section Lot Street Address
2. NAME: _____
Please print _____ Signature _____

Section Lot Street Address
3. NAME: _____
Please print _____ Signature _____

Section Lot Street Address
4. NAME: _____
Please print _____ Signature _____

Section Lot Street Address

- A. Paint or Stain Colors- A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
- B. Finish Materials - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- C. Location of Proposed Improvements - A site plan, drawn to scale, showing the location and dimensions of the proposed improvements, including orientation with respect to the property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home. Applicants should display this information on a copy of the plat (land survey) provided to homeowners at settlement.
- D. Architectural Drawings and Landscape - Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder. Top and side view drawings with measurements must be provided for all applications for a deck.
- E. Photographs - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the unit or lot.
- F. Other Fixtures - Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Architectural Control Committee or Managing Agent prior to the submission of an application.

7. NOTIFICATION OF ADJACENT LOT OWNERS

A homeowner submitting a design review application is required to provide notice of the application to all lot owners (other than builders) whose lots immediately abut the applicant's lot or are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible from the adjacent lots.

Proof of notice is required through the signing of the design review application by the adjacent lot owners.

- 8. ESTIMATED STARTING DATE OF CONSTRUCTION: _____
(After approval by the Architectural Control Committee)
- 9. ESTIMATED COMPLETION DATE: _____