

Walnut Creek Homeowners Association
Architectural Committee Approval Form

Walnut Creek Homeowners Association, Inc.
Architectural Committee
P O Box 2283
Gaithersburg, MD 20886

This form is used to request approval of changes you would like to make to the exterior of your residence, or to advise the Committee of corrective action you will undertake to correct deficiencies identified in the annual Architectural Walk-Thru. After completing the form, please mail your request to the above address. Final approval will be given at the monthly HOA meeting. Date and time of meetings appear each month in the neighborhood newsletter. If you have any questions please call the architectural contact name listed in your newsletter.

Homeowner: _____
Address: _____
Phone Number: _____

Directions:

The Declaration requires that you submit to the Architectural Committee for approval, all proposed exterior additions, changes or alterations for your house and/or lot. In order to receive a recommendation for approval by the Architectural Committee, and subsequently the HOA Board, your application must include detailed information describing the proposed changes. Typical information would include plans and specifications, sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials. A copy of the survey identifying the location of any exterior structure is also required. Please attach all information to this request form.

Please ensure that your application is complete. Incomplete applications will not be processed until all relevant facts have been provided. Once the application is complete, approval or disapproval will be provided within 30 days.

Description of Proposed Changes (or Plan to Correct Walk-Thru Deficiencies): *(please print)*

Estimated Start Date: _____ Estimated Completion Date: _____

Owner/Applicant Signature: _____ Date: _____

Approval Signature: _____ Date: _____
Not Approved _____ Date _____

(please complete the back before submitting Changes for approval)