***Walnut Creek -Homeowners Association***Architectural Committee Approval Form

Walnut Creek Homeowners Association, Inc.

Architectural Committee

7605 Arlington Road, Suite 100

Bethesda, MD 20814

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)**