

**ARCHITECTURAL APPROVAL REQUEST FORM**  
**(Mail-in Only)**  
**NORTH FARM CITIZENS ASSOCIATION**

**NOTE: This form is to be used only if you wish to mail it to the North Farm Citizens Association (NFCA). To submit your request by e-mail, please use the form located at this link: [On-line Approval Request Form](#)**

Declaration of Covenants, Paragraph 5: *No dwelling, building or structure (including, but not limited to accessory buildings, carport, garage, guest house, shed, porch, driveway, swimming pool, tower, fence or wall) shall be erected upon any lot, nor shall any exterior alterations or additions of any character be made upon original dwelling, buildings, or structures, including storm windows and doors, but not limited thereto, as above described unless and until the cost, type and size thereof, the materials to be used in the construction, the color scheme, the plot plans and grades specifications and details thereof, shall have been approved in writing by Kettler Brothers, Inc., or its successors or assigns, and copies of the said plans, specifications, and details shall have been lodged with said corporation, and where required by law or ordinance, permits therefore, shall have been obtained from the appropriate governing authority.*

Name of Owner(s): \_\_\_\_\_ Telephone No.: \_\_\_\_\_

Property Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Before submitting this request, please review the *Application Submission Requirements* and the *Architectural Policy and Guidelines* on the NFCA website: [www.northfarm.us](http://www.northfarm.us).

Please check one (see *Application Submission Requirements*):

- Notice of Modification Required (Section 2.2.2)
- Expedited Approval (Section 2.2.3)
- Required Approval (Section 2.2.4)

In accordance with the Declaration of Covenants outlined above, I/we hereby apply for written consent to make the following exterior alterations or changes to the premises:

Type of improvement or modification desired: \_\_\_\_\_

\_\_\_\_\_

**Please attach the following information to this form:** plot plan; sketch and/or product brochure showing design, material(s) to be used, elevations and dimensions; and color or finish (please include a color sample).

If my application is approved, I/we fully understand that the approval is only for what I/we have indicated above and is based upon the facts I/we have presented. I/we understand that all approved alterations or changes must be completed within three (3) months of NFCA approval unless a specific exception is received. All approvals are for conformity with existing architectural and aesthetic conditions within the community. Each homeowner has the sole responsibility for acquiring necessary building permits, engineering, water flow and/or any other areas requiring professional or technical advice or approval. Further, each homeowner is solely responsible for any damage to adjoining property owners and all other persons that may result from the approval herein requested.

Approximate time for completion after approval: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Mail to: North Farm Citizens Association, Inc.**  
**Architectural Control Committee**  
**891-I Rockville Pike #212**  
**Rockville, MD 20852**