

Architectural & Environmental Review Change Application Instructions

MEETINGS & DEADLINES

- The Architectural & Environmental Review Committee (AERC) meets the 1st Monday of each month at 7pm. Details on the Association webpage, under the AERC tab.
- Deadline to submit an application is the 25th of the month before. Applications must be received by this date to be heard at the following month's meeting.

APPLICATION REQUIREMENTS

- Complete the owner information at the top of the application. Only the owner of a Waters Landing property may apply for an architectural change. The owner **must** also sign the application.
- Owners must initial the release on page 4 for contractor submission or acceptance of approval.
- Fill in the description area with a brief overview of the proposed change.
- Attach any additional detail of the change on a separate page (**i.e. – dimensions, brochures, color samples, etc.**), including any drawings or photos that will help illustrate the proposed change.
- All applicants who are proposing a change that will extend beyond the house itself **must** include a copy of the property **site plan/plat map** and draw on it where the change will take place. (Examples to include a site plan for are: decks, fences, tree removal, etc.)
- Examples where you do not have to provide a site plan are: change in color to the trim of the house, change of a front or garage door, change in window styles, etc.).
- Complete the signature portion of the application by getting a **minimum** of four different resident signatures. These signatures should be of the properties surrounding your unit that will be most effected by the proposed change, including units immediately adjacent to your property. Each signature should be from a separate property and not your own property.
- A separate application **must** be filled out and submitted for each proposed change.
- All residents who install satellite dishes or solar panels **must** submit a completed application for architectural change.
- All required County Ordinances concerning building permits **must** be followed when implementing architectural changes.

Failure to follow these instructions will result in your application being returned.

Waters Landing Association, Inc. Application for Architectural Change Form

Please Read & Complete Entire Form

Owner Name: _____

Address: _____

Neighborhood: _____ Lot#: _____

Phone: _____ Email: _____

DIRECTIONS (PLEASE TYPE OR PRINT LEGIBLY):

Please describe all proposed improvements, alterations or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location item on your property on a copy of the required plat map. Include details pertaining to color, materials, measurements and other pertinent information. Separate forms must be completed for EACH proposed change.

SIGNATURES - REQUIRED:

Acknowledgement of at least four (4) property owners who are most affected, because they are adjacent and/or have a view of your change, including next door neighbors are required. Signatures of property owners are required, however, if a tenant in a rented unit is the only person available, their signature will be considered. Signatures are for notification purposes, not approval or disapproval. If you have questions about this application, please call the office at 301-972-3681.

Name: _____ Name: _____

Address: _____ Address: _____

Lot#: _____ Lot#: _____

Name: _____ Name: _____

Address: _____ Address: _____

Lot#: _____ Lot#: _____

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Please Read & Complete Entire Form

DECKS - Required Information

Location of Deck on Exterior of Home:

Dimensions of Deck (including height from ground):

Direction of Planking:

Styling of Railing:

Height of Railing:

Materials:

Location of Steps:

Footer Detail (spacing, depth, materials):

FENCES - Required Information

Height of Fence:

Style of Fence:

Materials:

Gate Location(s):

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Please Read & Complete Entire Form

OWNER(S) ACKNOWLEDGEMENTS: I UNDERSTAND....

Please **INITIAL** by each item

I UNDERSTAND that approval of this application does not mean that county codes have been complied with. I recognize that I am responsible for complying with all applicable county codes and regulations. _____

I UNDERSTAND that no work on this request shall commence until written approval of the Architectural & Environmental Review Committee has been received by me. _____

I UNDERSTAND that I must obtain approval from Waters Landing Association, Inc. through the Architectural & Environmental Review Committee process prior to obtaining any permits from Montgomery County. _____

I UNDERSTAND that if alterations are made before I receive approval, I may be required to return the property to its former condition at my own expense if this application is disapproved; and that I may be required to pay all legal expenses incurred. _____

I UNDERSTAND that any approval is contingent upon construction or alterations being completed in a workmanlike manner in accordance with this application. _____

I UNDERSTAND that members of the Architectural & Environmental Review Committee are permitted to make a routine inspection. _____

I UNDERSTAND that a copy of this application will be returned to me after review by the Architectural & Environmental Review Committee. _____

I UNDERSTAND that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors. _____

I UNDERSTAND that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by the date specified by the panel. _____

I UNDERSTAND that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. _____

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Please Read & Complete Entire Form

I UNDERSTAND that application for a county building permit is my responsibility. _____

I UNDERSTAND that any variation from the original application must be resubmitted for approval.

I UNDERSTAND that the Waters Landing Association, Inc. has no responsibility or liability for any safety hazard or code violation which may exist in connection with improvements on my property. I hereby release, indemnify and hold harmless the Waters Landing Association, Inc., its members, directors, officers, agent or employees from and against any and all claims, damages and causes of action, including costs and attorney’s fees, arising from personal injury or damage to property occurring in connection with any construction work or improvements on my property. _____

Owner Signature: _____

Date: _____

Co-Owner Signature: _____

Date: _____

Owner Release for Contractor Submission/Approval Acceptance: _____ (Initials)

FOR WLA AERC USE:

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Comments:

OFFICE USE:

APPROVAL/DISAPPROVAL Mailed: _____ Picked-Up: _____

Notes: _____
