

Waters Landing Association, Inc. Application for Architectural Change

20000 Father Hurley Blvd., Germantown, MD 20874 • 301-972-3681 • www.waterslanding.org

Application Deadline: The 20th of the month, to be heard the 1st Monday of the following month. Failure to provide a complete application may result in processing delays.

Owner Information: Complete the owner information on page 1. The owner *must* also sign the application.

Date Received:

Contractor Release: Please initial on page 3 to allow WLA to release the approval decision to your contractor.

Description: Fill in the description area with an overview of the proposed change.

Details: materials, color samples (with manufacturer & color name), drawings, photos, brochures

Plat Map: Draw on plat map proposed alteration, if applicable.

Neighbor Notification: Complete the signature portion of the application by getting resident signatures of those most affected. Each signature must be from a separate property and not your own property. Failure to obtain signatures may result in processing delays.

County Requirements: All required County Ordinances, including building permits, *must* be followed when implementing architectural changes.

Separate Applications: A separate application is required for each proposed change. If you include multiple projects on one application, the entire application may be denied.

Meeting Attendance: It is not required, but strongly encouraged to attend the AERC meeting. The office will notify you if the meeting is held in-person or by Zoom. Please check the Association website, www.waterslanding.org for updates.

Appeal Timeline: Any homeowner may appeal this decision to the Waters Landing Board of Directors, in accordance with Article VII, Section 4 of the Declaration, by sending a letter of appeal to the Waters Landing office or at wla@waterslanding.org. Deadline for appeals is 15 days from date of notice of approval or disapproval. Any work begun before the 15-day appeal time period ends is at the homeowner's risk.

Maintenance Only Request: No dimensions, styles, designs, colors will be changed.

Owner(s) Name: _____

Address: _____

Neighborhood: _____ Lot#: _____

Phone: _____ Cell: _____ Email: _____

Notification of Approval/Disapproval by Email: _____ (Initials)

DESCRIPTION: Please describe the proposed improvement, alteration or change to your lot or home, in detail. **PLEASE TYPE OR PRINT LEGIBLY**

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FENCES – REQUIRED INFORMATION

Height of Fence: _____
Style of Fence: _____
Materials & Color: _____
Gate Location(s): _____

Dimensions of Deck, including height from ground: _____

Footer Detail (spacing, depth, materials): _____

Materials: _____

Color: _____

Railing Style, Height: _____

Location of Steps: _____

Direction of Planking: _____

DECKS – REQUIRED INFORMATION

Location of Deck: _____

NEIGHBOR SIGNATURES - REQUIRED:

A signature from a neighbor is for **notification** purposes only. It does not reflect their approval or disapproval. If you have questions or comments about this application, please contact the office at wla@waterslanding.org or 301-972-3681.

Name: _____

Address: _____

Lot#: _____

Name: _____

Address: _____

Lot#: _____

Name: _____

Address: _____

Lot#: _____

Name: _____

Address: _____

Lot#: _____

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

Please **INITIAL** by each item

1. _____ **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.
2. _____ **I UNDERSTAND** that no work on this request shall commence until written approval of the Architectural & Environmental Review Committee has been received by me.
3. _____ **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.
4. _____ **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.
5. _____ **I UNDERSTAND** that any approval is contingent upon construction or alterations being completed in a workmanlike manner in accordance with this application.
6. _____ **I UNDERSTAND** that members of the Architectural & Environmental Review Committee are permitted to make a routine inspection.

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- 7. _____ **I UNDERSTAND** that a copy of this application will be returned to me after review by the Architectural & Environmental Review Committee.
- 8. _____ **I UNDERSTAND** that there are architectural requirements covered by the Covenants, Governing documents and a review board process as established by the Board of Directors.
- 9. _____ **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.
- 10. _____ **I UNDERSTAND** that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge.
- 11. _____ **I UNDERSTAND** that application for a county building permit is my responsibility.
- 12. _____ **I UNDERSTAND** that any variation from the original application must be resubmitted for approval.
- 13. _____ **I UNDERSTAND** that any approval is in concept only until I have submitted a copy of the final permit from Montgomery County to the Association.
- 14. _____ **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:** _____

Co-Owner **Signature:** _____

Date: _____

Owner Release (Initials) for your contractor to receive a copy of the approval decision: _____

FOR WLA AERC USE:

Approved: _____

Date: _____

Disapproved: _____

Date: _____

Comments:

OFFICE USE: AERC Decision EMAILED MAILED PICKED-UP Date _____

Notes:

