

## REQUEST FORM FOR APPROVAL OF ARCHITECTURAL PLANS

**Submit Completed Form and Necessary Documentation to one of the following:**

| Mail   | Email  | Fax          |
|--|--|--------------|
| <b>Aspen Property Management, Inc.</b><br>P.O. Box 858<br>Elkton, MD 21922 | <a href="mailto:info@aspenpropertymgmt.com">info@aspenpropertymgmt.com</a> | 443-303-8890 |

Date of Request: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Community Name: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### *Proposed Alteration and Description:*

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| ARC Submittal Requirements   |  |   |                                     |  |
|------------------------------|--|---|-------------------------------------|--|
| Item                         | Scaled plat is required if <input checked="" type="checkbox"/> marked below indicating location of project and lot | Description of material, style, current and proposed colors; include photos, website link | Dimensions and Sizes                | Picture of both neighbors, if applicable, of same item |
| Deck                         | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Fence                        | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Solar Panels/Satellite Dish  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Hot tub/Spa                  | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Shed                         | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Patio                        | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Pool                         | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Recreational Equipment       | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Landscape Borders/Walls      | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |
| Paint/Replace Door/Shutters  |  | <input checked="" type="checkbox"/>   |                                     | <input checked="" type="checkbox"/>                    |
| Siding/Roof                  |  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>                    |
| Doors (Garage, front, storm) |  | <input checked="" type="checkbox"/>   |                                     |  |
| Replacement Windows          |  | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/> |  |

#### Waiver of Liability

The homeowner hereby understands and agrees that any and all liability caused by or arising from this modification shall not be held against the Association, Management Company, Builder, or Developer, their agents, employees, or representatives, and shall be accepted and assumed by the homeowner. Moreover, the homeowner and not the Association, Management Company, Builder or Developer, their agents, employees, or representatives shall be held liable for any damages or hazards caused by this modification to said lot, any adjacent lot, or the common areas, as applicable. The homeowner agrees to indemnify the Association, Management Company, Builder and Developer, their agents, employees, and representatives for any and all liability arising from this modification. Note that approval by the Architectural Review Committee is for APPEARANCE ONLY and does not imply that any review has been made of the structural integrity, boundary lines, or other aspects of the modification, nor does it imply nor avert the necessity for approval by appropriate governmental authorities by the homeowner. Nothing may be permanently installed in any lake, drainage, or utility easements. Any construction pursuant to the provisions of this approval shall be subject to the continuing effect of the provisions of the Declaration, and of the Rules and Regulations of the Association and the Architectural Review Committee.

Please be advised that any alteration must be contained within the homeowners' property line and, if applicable, any County permits/approvals for the proposed alteration must be maintained. Work is not to start until the appropriate permits/approvals are obtained. Should the modification deviate from the plans as submitted and approved by the Architectural Review Committee, the homeowner understands and agrees that he or she may be required to correct the deviation upon demand by the Association at his or her cost.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_