

REQUEST FORM FOR APPROVAL OF ARCHITECTURAL PLANS

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

Mail	Email	Fax
Aspen Property Management, Inc. P.O. Box 858 Elkton, MD 21922	info@aspenpropertymgmt.com	443-303-8890

Date of Request: _____ Contact Number: _____

Community Name: _____

Homeowner Name: _____

Address: _____

Email Address: _____

Proposed Alteration and Description:

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	✓	✓	✓	
Fence	✓	✓	✓	
Solar Panels/Satellite Dish	✓	✓	✓	
Hot tub/Spa	✓	✓	✓	
Shed	✓	✓	✓	
Patio	✓	✓	✓	
Pool	✓	✓	✓	
Recreational Equipment	✓	✓	✓	
Landscape Borders/Walls	✓	✓	✓	
Paint/Replace Door/Shutters		✓		✓
Siding/Roof		✓	✓	✓
Doors (Garage, front, storm)		✓		
Replacement Windows		✓	✓	

Waiver of Liability

The homeowner hereby 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. Consequently, the Association, Management Company, Builder or Developer will not be held liable for any damages or hazards caused by this modification to said lot or any adjacent lot. Please note that approval by the ARC Review Committee is for appearance only and does not imply that any review has been made of the structural or other adequacy nor does it imply nor avert the necessity for approval by appropriate governmental authorities. 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 Regulation of the Association and the ARC 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.

Signature: _____

Name: _____