



For office processing: Date Received: _____ By: _____

ARCHITECTURAL REVIEW COMMITTEE (ARC) APPLICATION

Lot Number: _____ Lot Address: _____

Owner _____ Owners Phone: _____

Owner Address: _____ Work Phone: _____

E-mail: _____ Cell Phone: _____

Contractor/Designer: _____ Contactors Phone: _____

Application For:

- Doors/Windows
- Home Addition or Remodel
- Spa/Pool
- Fence/Screening
- Roofing/Solar Panels
- Deck/Patio
- Gazebo, Shed, Recreation Equip., etc.
- Landscaping/ Retaining Walls
- Other _____

Please see additional information on the back of this form.

As the Applicant, I understand that the Architectural Review Committee may require additional information for my application to be considered complete AND that the applicant, owner, or a representative may need to appear before the Committee to be heard. That nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions of building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver of modification of any said construction. That no work on this request shall commence until written approval of the Architectural Review Committee has been received by me. That any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses and fines incurred. That members of the Architectural Review Committee are permitted to make a routine site inspection and walk the grounds of the applicant property. 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. I understand that the application for all required zoning and building permit(s) are my responsibility as the applicant. That any variation from this original application must be resubmitted for approval.

Owner Signature: _____ **Date:** _____

Committee Action

Date: _____ Approved Review as proposed _____

Expires: _____ Approved with Conditions _____

Sent Back (Please see comments) _____

REVIEW COMMENTS AND/OR APPROVAL CONDITIONS

CHECKLIST OF ATTACHMENTS

Before submission of an application occurs, prospective applicants are encouraged to discuss the submission requirements with a representative of the Architectural Review Committee. Upon completion, please submit one (1) copy of the application materials to the Community Manager at the Villages of Dorchester office at 7551 Dorchester Ave., Hanover, MD 21076. **NOTE: INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.** For quicker review, a .PDF of this application can be electronically submitted to arc@villagesofdorchester.org.

REQUIRED FOR ALL APPLICATIONS:

- Photographs showing the existing condition before the proposed change;
- Close-up photographs showing details of the area of work;
- Copy of survey (plat map) marked with change being proposed including clearly marked building lot lines and required setbacks;

The following is a list of typical attachments needed in addition to the photographs, but may change or expand depending on the work proposed:

LIGHTING:

- Detail photographs of area of attachment;
- Manufacturer's information/cut sheets of type of fixture to be used; and
- Additional information showing how far lights will project from the facade, height above the street or sidewalk, any supports or framing, location of electrical conduits, and must also show how the light fixtures will be mounted to the exterior wall.

WINDOWS:

- Photographs of each existing window to be altered;
- Elevation showing as-built / existing windows to be replaced; and
- Elevation showing proposed windows.

FENCES/DECKS/PATIOS/LANDSCAPE/SPA/POOL/ROOF/ETC.:

- Proposed Site Plan with color graphics to differentiate new from existing;
- Manufacturer's information/cut sheets of proposed type to be used;
- Descriptions of the materials, size, and spacing of architectural features that are to be altered or repaired, their present condition, and the reasons for their proposed alteration or repair; and
- Detailed specifications, cut sheets, and manufacturer's product information for all proposed exterior materials and color palettes, including dimensions, compositions, and recommended uses; samples of the proposed materials may be required.

NEW CONSTRUCTION/ADDITIONS/REMODELS:

- Proposed Site Plan with color graphics to differentiate new from existing;
- Photographs of the existing house, with "detail" photos of the specific facades and architectural features (doors, windows, railings, siding, roofing, paving, etc.) that are to be altered, repaired or replaced; Applicants must include photographs of adjacent structures and the existing streetscape taken from across the street;
- Photo montage, renderings, and color elevation drawings of the proposed façade(s);
- Descriptions of the materials, size, and spacing of architectural features that are to be altered or repaired, their present condition, and the reasons for their proposed alteration or repair; and
- Detailed specifications, cut sheets, and manufacturer's product information for all proposed exterior materials and color palettes, including dimensions, compositions, and recommended uses; samples of the proposed materials may be required.