



Architectural Authorization Form or Appeal Request Redland Station Homeowner's Association

**Please contact a board member with any questions or concerns*

Please email or deliver completed application to:

Architectural Control Committee
Redland Station Homeowners Association, Inc.
7899 Briardale Terrace
Derwood, MD 20855
ACC@redlandstation.org

Name(s): _____

Address: _____

Date Submitted: _____

Mailing Address, if different: _____

Estimated Start Date: _____

Phone: _____

*after approval by Architectural Review Committee

E-mail: _____

Estimated Completion Date: _____

I would like to make the following changes/addition to the outside of my home: (check all that apply)

I am requesting an appeal

paint door/entry windows fence deck / patio roof landscaping other

1. Description:

Please provide or attach a description of the proposed alterations or changes, including the purpose or reason for the change, the type and color of materials to be used, location on the property, and or plat, and any other pertinent information required to evaluate the proposed change/addition.

2. Required Exhibits and Supporting Documents:

The supporting exhibits or documentation listed below must accompany this architectural change application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Committee's 30-day review period will not commence until all required submissions have been provided.

- **Paint or Stain Colors for siding, trim and deck** -Exterior paint colors must be the same color as paints from the ACC approved Sherwin Williams/Duron/Benjamin Moore, April 2021. The color you select must be approved by the ACC in writing.
- Deck finishes can be Weathered, Clear, or Natural wood stain, or the approved trim color paint. (See Attached updated RSHA Architectural Guidelines)

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- **Finish Materials** - Any other replacement materials require a description or sample to be approved in writing by the ACC.

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- **Site Plan** - A site plan, drawn to scale, showing the location and dimensions of the proposed improvements, including orientation with respect other property lines, unit, and adjacent dwelling units must be provided for decks, patios, walls, fences and major landscape changes.
 - **Architectural Drawings and Landscape** – Detailed architectural drawings or plans must be provided for decks, patios and major landscape plans .

Signature(s) – When erecting a fence, you must obtain the signature of the unit owners on either side of your unit; unless you are in an end unit, then you only need the signature of the unit owner next to yours. **This signature is only to verify that your neighbor is aware that you are erecting a fence.**

- **Other Exhibits** – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are encouraged to seek guidance from the Architectural Review Committee prior to submission of an application.

3) Who is doing the work? A contractor or homeowner DIY? (Must have written ACC approval and required county permits)

4) If an appeal — explain why a ruling should be overturned and the request approved, and include a history of the transactions/communications with the Board and the ACC.

5) Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not commenced within three months (90 days) following approval and completed within six months (182 days), or other time frame as authorized by the Architectural Control Committee. Requests for extensions should be submitted to the ACC.

Notes

Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of Montgomery County, MD, to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions. Where required, appropriate building permits shall be obtained from the Montgomery County prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.

The Owner understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its previous condition, or correct the alteration, at the Owners expense if such alterations are made and subsequently disapproved in whole or part. Further, the Owner understands that any legal expense associated therewith may be the responsibility of the Owner.

Owner's Signatures

Print Name _____ Signature _____ Date _____

Print Name _____ Signature _____ Date _____

FOR FENCES ONLY

Adjacent Owner's Signature: _____ Date: _____

Adjacent Owner's Signature: _____ Date: _____

FOR USE BY ARCHITECTURAL REVIEW COMMITTEE

ONLY

Date Application Received: _____

Date Application Returned for additional information _____

Action Taken:

- approved by Architectural Control Committee
- approved with conditions
- not approved

ACC Member Name _____

ACC Member Signature: _____

Date: _____

Comments: _____

**In the event the Board, or its designated committee, fails to approve or disapprove within thirty (30) days after a completed application has been submitted, approval will not be required and Article VIII Sect 1, of the Declarations of Covenants will be deemed to have been fully complied*