

December 2011

**SUMMIT RIDGE COMMUNITY ASSOCIATION
ARCHITECTURAL REQUEST - SUBMISSION CHECKLIST**

NAME: _____
ADDRESS: _____
PHONE #'s (h) _____ (w) _____
EMAIL _____

For Architectural Committee review/approval of exterior structural changes, i.e., shed, deck, patio, fence, solar panels or collectors, home additions, driveway expansions, etc. the Committee requires the following information before your request can be considered. Please provide in writing, the following:

- A drawing / sketch or picture of the desired item or alteration desired.
- A detailed cover letter to the Architectural Committee with intent.
- A copy of your property plat with numeric footage drawn to scale.
- The approximate positioning of the item on a plat with measurements.
- A complete list of materials to be used and colors.
- Contractor(s) name, address, phone number and license number.
- Any and all information about desired landscaping.

Please submit your completed package to the Summit Ridge Architectural Committee c/o Community Association Management, P.O. Box 579, Stevenson, MD 21153, Fax 410-602-6899.

NOTE:

- YOU MUST RECEIVE WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE PRIOR TO BEGINNING THE PROJECT. BE SURE TO ACQUIRE ALL OTHER NECESSARY STATE AND LOCAL PERMITS.
- THE ARCHITECTURAL COMMITTEE HAS (60) DAYS FROM RECEIPT OF A COMPLETE APPLICATION TO RESPOND TO YOUR REQUEST.
- YOU MUST BEGIN THE PROJECT WITHIN (6) MONTHS AFTER RECEIVING APPROVAL AND COMPLETE THE PROJECT WITHIN (12) MONTHS.

TO BE COMPLETED BY ARCHITECTURAL REVIEW COMMITTEE

Date Received: _____

() Approved () Denied () Approved With Modifications:

By: _____ Date: _____
