

SUMMIT RIDGE COMMUNITY ASSOCIATION ARCHITECTURAL REQUEST SUBMISSION CHECKLIST

NAME: _____

ADDRESS: _____

PHONE #'s (h) _____ (w) _____

EMAIL _____

To request Architectural Review Committee (ARC) review/approval of exterior structural changes, (i.e., shed, deck, patio, fence, solar panels or collectors, home additions, driveway expansions, etc.) the ARC requires the following information before your request will 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 ARC with your 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 (photos are preferred, if applicable).
- Contractor(s) name, address, phone number, and license number.
- Any and all information about desired landscaping.
If landscaping is not applicable to your request, or no decision has been made regarding landscaping at this time, please state so in your cover letter. A follow up request would be required when decisions regarding landscaping are made.

Please submit your completed package via postal mail to:

Summit Ridge Architectural Review Committee
c/o Clagett Management
5295 Westview Drive, Ste. 125
Frederick, MD 21703
Attn: Heather Field

OR via email to Heather Field, hfield@clagett.com and ArchReview@summitridge-mountairymd.com.

NOTE:

- YOU MUST RECEIVE WRITTEN APPROVAL FROM THE ARCHITECTURAL REVIEW COMMITTEE PRIOR TO BEGINNING THE PROJECT.
- APPROVAL BY THE ARCHITECTURAL COMMITTEE DOES NOT IN ANY WAY GUARANTEE APPROVALS BY CARROLL COUNTY, THE STATE OF MARYLAND, OR ANY OTHER SUCH AGENCIES, AND ALL SUCH APPROVALS OR PERMITS ARE THE RESPONSIBILITY OF THE APPLICANT.
- THE ARC HAS **60 DAYS FROM RECEIPT OF A COMPLETE APPLICATION TO RESPOND** TO YOUR REQUEST.
- OPEN REVIEW MEETINGS WILL BE CONDUCTED BY THE ARC ON THE **4TH TUESDAY OF EACH MONTH**. YOU ARE ENCOURAGED TO ATTEND TO ANSWER ANY QUESTIONS THE ARC MAY HAVE ABOUT YOUR REQUEST. OTHERWISE, ANY QUESTIONS WILL BE SENT VIA EMAIL FOLLOWING THE MEETING. (See <http://www.summitridge-mountairymd.com/calendar.html>)
- 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 Modification:

By: _____ Date: _____