

Summit Ridge Community Association
Architectural Request
Submission Checklist

Name _____

Address _____

Phone (Work) _____ Phone (Home) _____

Email _____

For Architectural Committee review/approval of exterior structural changes, ie deck, patio, fence, 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, drawn to scale, with numeric footages.
- ❖ The approximate positioning of the item on the plat, with measurements.
- ❖ A complete list of materials to be used, with colors.
- ❖ Contractor(s) name, address, phone number and license number.
- ❖ Any and all information about desired landscaping.
- ❖ If no decision has been made about landscaping at this time, please state so in your cover letter.

Please submit your completed package to the Summit Ridge Architectural Committee, c/o Community Association Management, P.O. Box 579, Stevenson, Maryland, 21153.

Please allow a minimum of six weeks for approval, although every effort will be made to complete them sooner. You are reminded that if work is not started within six months of an approval, or completed within a year of an approval, the request must be resubmitted.