



DESIGN REVIEW APPLICATION

1. NAME: _____

2. ADDRESS OF PROPOSED CHANGE: (Parcel/Lot number: _____)

3. PHONE: (H) _____ (W) _____ (Fax) _____

4. **GENERAL DESCRIPTION OF PROPOSED CHANGE.** Provide a description of the proposed change, including the type and color of materials to be used, the location on the property, the purpose, and any other pertinent information to evaluate the proposed change.

5. **REQUIRED DOCUMENTATION:** The supporting documentation/exhibits listed below must accompany this design review application, as applicable for the proposed change. An application submitted without all required submissions will be considered incomplete. In general, an applicant should provide all documents and exhibits required by Prince George's County for the type of proposed structure. If Prince George's County does not require any documentation, please only provide

- **Site Plan Illustrating Exterior Alteration:** A registered site plan of the property (showing property lines and unit orientation) showing the location and dimensions of the proposed improvement **drawn to scale.**
- **Architectural drawings and plans:** Architectural drawings or plans specifically illustrating the exterior alteration, including size and dimension, color, material, and any other detail necessary to provide a complete and accurate replica of the proposed alteration. Feel free to include brochures, and any other document that accurately and completely describes the alteration.
- **Material and Color Sample:** A description and/or sample of all finish materials must be provided. In addition, a description and/or sample of the color(s) to be used must be provided for all painting and staining, together with a list of existing colors on the house or appurtenant structures which will remain unchanged.

6. Estimated starting date: _____ Estimated completion date: _____

7. Notification of Surrounding Lot Owners: (required for fences, decks with enclosed structures attached, and additions) Please obtain the signatures of all lot owners whose lots immediately abut the applicant's lot or whose lots are separated from the applicant's lot by a street or common area and for whom the proposed improvement will be visible. Neighbor's signatures on this application DO NOT indicate approval of the proposed modification, only that they have been shown the plans.

Name: _____ Name: _____

Address: _____ Address: _____

Name: _____ Name: _____

Address: _____ Address: _____

- A. This application does not exempt you from obtaining necessary Prince George's County permits before starting any work.
- B. Additions or exterior changes made before approval by the Architecture Review Committee ("ARC") will be subject to the remedies afforded in the declaration of covenants, conditions, and restrictions (that require the removal or restoration of the alteration and/or an assessment levied against such Lot).
- C. Owner agrees to give the ARC express permission to enter on the Owner's property during normal business hours to inspect the alteration.
- D. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.
- E. Owner acknowledges that he/she is familiar with the design review requirements and procedures for The Community Association of Saddlebrook West, Inc.

I have read and I understand the above application and notes in their entirety and do hereby submit this application for review by the Architecture Review Committee.

Owner's Signature: _____ **Date:** _____

Please Mail or Deliver to: Architecture Review Committee, The Community Association of Saddlebrook West, Inc., PO Box 73, Bowie, MD 20719-0073.

To be completed by ARC Only: Recommendations and Actions:

Application Postponed: (reason & new review date:) _____

Application Approved as submitted: _____

Application Approved with the following provisions:

Application Denied for the following reasons:

Signature of ARC: _____ Date of Review by ARC: _____