

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.
- If no decision has been made regarding 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, 3655A Old Court Road, Suite 15, Pikesville, MD 21208, Fax 410-602-6899.

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 THE CARROLL COUNTY, THE STATE OF MARYLAND, OR ANY OTHER SUCH AGENCIES, AND ALL SUCH APPROVALS OR PERMITS ARE THE RESPONSIBILITY OF THE APPLICANT.
- 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 Modification:

By: _____ Date: _____
