

ARCHITECTURAL REVIEW BOARD APPLICATION INSTRUCTIONS

Please consult the Edgewood Architectural Covenants and Standards and Guidelines.

Include All Applicable Information on Application:

- Note the address of the owner(s) if they are not a resident at the address of the proposed change.
- The application form must also be signed and dated by the applicant.
- Remember to submit two complete sets of applications and necessary documentation.

Describe in full detail and attach exhibits, i.e., sketches, drawings, photographs, pictures, or catalog illustrations:

- List materials to be used.
- List color of materials to be used.
- Indicate location of change on a plat of your property.
- Contour lines will be required where drainage is a consideration.
- Estimated start and completion date (from date of approval).

If the alteration is a change of paint color:

- Attach a sample of the paint or stain color.

If the change is for a structural alteration, ground planting, fencing, etc.:

- Attach a drawing(s) or architectural plans showing elevation.
- The site plan must show porches, decks, patios, steps, walks, driveways, fencing, etc.
- Exterior alteration must be compatible in design and color with existing structures.
- Exterior lighting must not produce a glare and not be sodium vapor.

NOTE: Plat plans should not be used to determine property lines for installation of property line fencing, as the dwelling may not be sited exactly as shown on the plat.

Any incomplete form will be returned for clarification and/or completion.

Remember that the more complete the description of the proposed change, the faster the application can be reviewed. The ARB staff is available to answer questions. (410) 552-5984

HOW TO SUBMIT:

Mail to Tidewater Property Management, 3706 Crondall Lane, Suite 105, Owings Mills, MD 21117 using registered mail. This is for your protection to verify the management company received your application. Your application is not approved if you state you mailed it and we have no proof that we received it.

Use the checklist below to describe your proposed change(s), where applicable. **NOTE:** the Workmanship category is provided to identify how your change(s) must be made.

Design and Construction Details

Description of materials:

Drawings/plans/pictures (attach to application): _____

Elevations (front, side and back plan views) attach to application: _____

Location

Site and/or plat plan with existing and new conditions: _____

Scale

Size and proportions: _____

Color

Samples: _____

Workmanship

National and Carroll County Codes _____

Required permits _____

Quality of workmanship _____

Timing

Schedule: _____

EDGEWOOD COMMUNITY ASSOCIATION APPLICATION

OWNER'S NAME: _____

ADDRESS OF PROPOSED CHANGE (S): _____

MAILING ADDRESS OF OWNER (if not resident): _____

PHONE: (h) _____ (w) _____ LOT # _____

EMAIL ADDRESS: _____

DESCRIPTION OF DESIRED CHANGE (S) SUBMITTED ON SEPARATE SHEET (S)

NOTES:

1. Nothing herein contained shall be construed to land or buildings in accordance with these plans, shall not violate any of the provisions or building and zoning codes of Carroll County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said reconstruction.
2. The building ordinance of the Carroll County Building Department requires that you file plans with the building inspector for constructions requiring a building permit.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Board has been received by me.
4. I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
5. I understand that members of the Architectural Review Board are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
6. I understand that my approval is contingent upon construction or alterations being made in a workman-like manner.
7. Committee decision is required on all applications within 45 days of receipt of completed application.
8. It is understood that I am aware of the Edgewood Community Association Covenants and Architectural Standards & Guidelines in regard to the review process as established by the Board of Directors
9. The alteration authority granted by this application will be revoked automatically if the alteration request has not been completed within 180 days of the approval date of this application and/or completed by the date specified by the ARB.
10. When any addition is permitted to be located in an easement area, it is with the understanding that removal may be required in order to perform maintenance in the easement area, and that such additions will not be replaced by the association, its successors or assigns.
11. I certify that no deck, fence, equipment or other improvement, planting, tree or landscaping installed on my property encroaches onto the Edgewood Community Association open space and that no part of this requested exterior alteration will encroach onto the open space.

SIGNATURE

DATE

The Architectural Review Board will return a copy of this application to you after review.

ARCHITECTURAL REVIEW BOARD:

Remarks:

Action:

To be completed by:

Signature:

Date:

BOARD MEMBER APPROVAL :

Signature:

Date:

BOARD MEMBER APPROVAL :

Signature:

Date: