

*TIMBER CREEK HOMEOWNERS ASSOCIATION*  
**APPLICATION FOR ARCHITECTURAL CHANGE**

Applicant Name(s): \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ Email Address \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_ Lot Number: \_\_\_\_\_

**I. DIRECTIONS: (Please print or type)**

Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. Show location of item on your property on a copy of the survey. Include details of color(s), measurements, materials, and any other pertinent information.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A SEPARATE FORM MUST BE USED FOR EACH PROPOSED CHANGE.**

**II. SIGNATURES:**

Acknowledgement of at least four (4) property owners who are most affected because they are adjacent and/or have a view of your change is needed. Their signatures indicate an awareness of your intent and does not constitute or indicate approval or disapproval.

Signing the application in no way indicates either approval or disapproval of the proposed change. Names and addresses of homeowners who refuse to sign should be noted on the application by the applicant. **All homeowners who are given notice of the proposed change to the applicant's property and who disapprove of the proposed change must notify the Architectural Review Committee (c/o MTM Management Associates), in writing, within five business days of being asked to sign the application.** If an affected homeowner who has been given proper notice files a written protest, the Committee must hold a public hearing to discuss the application. This hearing must take place within twenty-one (21) days after the applicant and all affected homeowners have been notified in writing.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Lot# \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Lot# \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Lot# \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Lot# \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_

**NO OTHER FORM WILL BE ACCEPTED**

**III. OWNER'S ACKNOWLEDGEMENTS**

A. I **understand** that nothing herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate any of the provisions or building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification or any said restriction.

B. ...that no work on this request shall commence until written approval of the Architectural Review Committee has been received by me.

C. ...that any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; 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; and that I may be required to pay all legal expenses incurred.

D. ...that any approval is contingent upon construction or alterations being completed in a workman like manner.

E. ...that members of the Architectural and Environmental Control Committee are permitted to make a routine inspection.

F. ...that a copy of this application will be returned to me after review by the Architectural Review Committee.

G. ...that there are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.

H. ...that the alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by the date specified by the panel.

I. ...that all proposed improvements must meet county codes. My signature indicates that these standards are met to the best of my knowledge. I understand that application for a county building permit is my responsibility.

J. ...that any variation from the original application must be resubmitted for approval.

OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-OWNER/APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ATTACHMENTS: (1) Sketch, photo, catalog illustration, etc.  
(2) Site plan or house location survey marked with change being requested.

FOR COMMITTEE USE ONLY:	DATE RECEIVED: _____
APPROVED (Signature): _____	DATE: _____
DISAPPROVED (Signature): _____	DATE: _____
COMMENTS (Restrictions, additional requirements, reasons for disapproval): _____	
_____	
_____	

MAIL TO:	Timber Creek Architectural Review Committee c/o MTM Management Associates 26221 Ridge Road, P.O. Box 506 Damascus, MD 20872-0506
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**NO OTHER FORM WILL BE ACCEPTED**