

**Willows of Potomac Community Association
Architectural and Environmental Preservation Committee**

Application for Change

Instructions:

Complete sections 1 through 4 of this application. Please provide a detailed description of the proposed change to your property. Include drawings, plans, dimensions, construction material(s), color(s), finish and appearance. Enclose a copy of the surveyor-certified plat for your property, which indicates existing property lines and dimensions. Indicate the location and dimensions of the change on the plat. Include set-back distances from property lines. Mail the application and attachments to: AEPC, c/o Senzel, 9901 Juniper Hill Road, Rockville, Maryland 20850.

Permits:

Montgomery County requires homeowners to obtain building permits for the installation of many alterations to your home, including, but in no way limited to additions, decks, fences, and screened porches. The AEPC reserves the right to contact County agencies to verify compliance with code and permit requirements, and to seek enforcement of these regulations. When a permit is required, AEPC approvals are always conditioned on the homeowner obtaining a proper County permit.

Section 1 - Applicant Information

Owner's Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
_____ Cell Phone: _____
E-Mail: _____ Estimated Work Begin Date: ___/___/___

Section 2 - Change Requested

Description (attach additional information, plans or sketches to application, as needed):

Number each attached page. Indicate number of pages attached as part of this application: _____

Section 3 - Neighbor Information

Neighbors may be notified of the proposed change. They may contact the Willows of Potomac property management company to protest a proposed change. Protests must be in writing, and must be delivered within thirty (30) days of the date signed. Signature of Neighbor(s) affected is only required for the following conditions: (Please check applicable box.)

- a. Attaching your fence to a neighbor's fence.
- b. Modifying a shared driveway. (i.e. Placing a basketball hoop in or on the shared driveway.)
- c. Installing landscaping, fence or anything else on the property line.

Neighbor #1	Name _____	Neighbor #2	Name _____
	Address _____		Address _____
	Signature _____		Signature _____
Neighbor #3	Name _____	Neighbor #4	Name _____
	Address _____		Address _____
	Signature _____		Signature _____

Note: A confirmation of these signatures may be requested.

Section 4 - Applicant's Acknowledgment

By signing this Application for Change, I certify that I am the legal owner of the property. I acknowledge that I am solely responsible for building permits, engineering, water drainage, and/or any other aspect of this work that might require professional or technical consultation/approval.

I am solely responsible for property damage and/or personal injury which might occur as a result of this work. I am also responsible for any damages to community property and will assume the cost for any required repairs as determined by the Willows of Potomac Community Association governing board.

If my application is approved, I fully understand that the approval is only for the changes proposed on this form, and is based upon the facts I have presented.

Owner's Signature _____

Date ___/___/___

Section 5 - For AEPC Use Only

AEPC Receipt Date ___/___/___

AEPC Meeting Date ___/___/___

Sent to BOD Date ___/___/___

Pursuant to Article VII of the Willows of Potomac Community Association, Inc. Declaration, the undersigned representative of the AEPC is granted the authority to approve or disapprove the plans and specifications for the architectural change herein submitted.

___ **Approved** Plans and Specifications submitted in this application meet the requirements of all current by-laws, documents, Declaration, and rules and regulations of the Willows of Potomac Community Association, Inc.

___ **Approved with conditions** This application is conditionally approved. The conditions stated below or attached must be adhered to.

___ **Disapproved** Plans and Specifications submitted in this application do not meet the requirements of current by-laws, documents, Declaration, and/or rules and regulations of the Willows of Potomac Community Association, Inc.

___ **Incomplete** Further information is required before this application can be approved. Please resubmit this application with the following information:

Comments/Conditions: _____

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AEPC Chairperson

___/___/___
Date

Board of Directors Chairperson

___/___/___
Date

