



Montgomery Village Foundation – Architectural Standards Department

10120 Apple Ridge Road • Montgomery Village, MD 20886-1000
Phone: 301-948-0110 FAX: 301-990-7071

Application Fee: \$25

FOR OFFICE USE ONLY

Date: _____

Homes Corp: _____

Community: _____

Vio. Case #: _____

J V \$ P Enc

PROPERTY IMPROVEMENT REQUEST FORM

Property Owner Information

Owner Name: _____

Property Address: _____

Home Telephone: _____ Work Telephone: _____ Extension _____

I will be attending the meeting: Yes _____ No _____
(Time will be assigned for your hearing before the Architectural Review Board)

Application Submittal Information

- 1. No work may begin or installations may take place until the homeowner has received written approval from MVF.
2. The Architectural Review Board (ARB) meets the First and Third Wednesday of each month. The application deadline for review at the meeting is 5:00 PM the preceding Wednesday before each meeting.
3. If contractors attend in place of the homeowner, an Authorized Agent Affidavit must be signed by the property owner authorizing the contractor to represent the homeowner.
4. If there are existing architectural violations on the property, the property owner's application for alterations or additions (not related to the violation) may not be acted on until the violation is resolved.
5. If the project is not completed within the three month period, the approval will become null and void.
6. If the project has not been completed as approved, it will be noted as an architectural violation.

Homeowner's Agreement with MVF

I, the property owner, understand that an approval by the ARB is only for what has been requested on this application. I understand that if any additional changes are to be made after the ARB has approved a plan, I must submit the new changes to the ARB for additional review prior to work being started (no additional fee required).

I understand that all ARB approvals are for conformity with existing architectural and aesthetic conditions within the community only. I, as the property owner, have the sole responsibility for acquiring mandated permits, hiring engineering professionals, managing water flow, and any other areas requiring professional or technical advice or approval required by Montgomery County or Maryland State laws.

I, as the property owner, am responsible for damages to adjoining properties and all other persons resulting from the improvements indicated and upon the ARB's approval of the request. Any damages or cost for repair of greenspace or community property as a result of any ARB approval is my sole responsibility as the property owner.

Permission is hereby granted for ARB members and MVF staff to enter on my property to make reasonable inspection of the modifications as proposed or completed as stated herein.

Property Owner Signature _____ Date _____

For Architectural Review Board Use Only

Form with fields for Date of Review, Approved, Approved With Modification, Denied, and Pending, each with a checkbox and a line for initials.

Exterior Home Improvement Requests

- Deck (check one)** Elevated single family:____ Elevated townhouse:____ (refer to community criteria) Ground level:____
▪ Attachments: **Plat plan, scaled drawing**, complete rear elevation including deck on existing house structure, materials

- Door: Front door:** Style:____ Color:____ Sidelite(s)____
Storm door: Style:____ Color:____
Patio door: Style:____ Color:____
Garage door: Style:____ Color:____
▪ Attachments: drawing, brochure or photo of door, actual sample of color- not the brochure color, for garage door: material)

- Exterior Paint Change:** Areas to be painted____
Paint Manufacturer (brand) and color name/number of paint____
▪ Attachment: Paint Color Chip

- Fence:** Style:____ Material:____ Height:____ (refer to community criteria)
Gate: Style:____
▪ Attachment: drawing, brochure, or photo of fence or gate , and house location plat showing location of gate on property

*****MVF is not responsible for the exact location of property lines. It is the homeowner's responsibility to determine the exact location of all property lines by using an accurate house location survey.**

- House Addition/ Sunroom or Screen Porch:** Concept Only:____ Final Plans:____
▪ Attachments:
○ For Concept: Plat plan showing location of addition on property, scaled drawing showing addition in relation to existing house
○ For Final: Plat plan showing location of addition on property, scaled drawings of all elevations showing front, rear, right and left sides – if applicable, cross-sections, all measurements including window, door, and trim sizes, downspouts and gutters, roof overhangs, all materials to be used (a detailed Checklist of required information is available)
○ Note: All major projects must blend into existing house structure so it does not appear to be an add-on. All major projects require scaled architectural drawings, all measurements, and a plat plan showing the location of new structure on property

- Patio:** Size:____ Material:____ Color:____ Location:____
▪ Attachment: Plat showing location on property, drawing showing design, photograph or brochure showing materials

- Roof:** Style____ Manufacturer____ Color:____

- Storage Shed:** Size:____ Material:____ Color:____
▪ If there is shed criterion for your community, a copy of this criterion must be included – if not, complete elevations of shed
▪ Attachment: Plat showing location on property, photo or brochure of shed, actual sample of color – not the brochure color

- Siding:** Material:____ Manufacturer:____ Color:____ Profile/lap:____
Trim: Material:____ Manufacturer:____ Color:____ Location:____
Trim: to remain in wood? Yes____ No____
Trim to be capped? Material____ Manufacturer____ Color____

Note: if original box bay had flat trim material in the front panel, the **replacement material must also be flat**

Shutters: Material: _____ Manufacturer: _____ Color: _____ Location: _____

- Attachment: *Sample or Photo*

Walkway: Size: _____ Location: _____ Material: _____

- Attachments: *Plat plan showing location on property, drawing showing design*

Windows: Style: _____ Location: _____ Color: _____

- Attachments: *Scaled drawing if a window is being added or an existing window modified, brochure or photo showing design*
- Note: *all windows on one elevation (side) of the house must be replaced at the same time*

Window Trim: Wrapped: Yes _____ No _____

- If yes, Manufacturer _____ Color: _____
- Attachments: *Sample of trim material and color*

Other: If the item you are applying for is not listed above, or if you have any additional information, please use the space below.