

**MONTPELIER COMMUNITY ASSOCIATION
Architectural Control Committee
Approval Form**

Member No: _____ Date: _____

Name: _____

Address: _____

Telephone/Email: _____

For Architectural Committee Use Only Project No: _____ Date Received: _____ Letter Sent: _____

House Type: Framingham Jamestown Gramercy Eton

Type of Alteration:

Addition/modification of basic structure Fence Shed

Siding/Paint Deck Other (Including PODS, Dumpsters)

Describe the alteration in detail. Information about dimension, materials and design must be included with this form or the project will not be considered by the ACC. Include any statement of special circumstances that may require deviation from established and published guidelines. Any changes to the exterior of your home, including paint color, siding and windows, will require the approval of the neighbors on each side and in back of your home. Siding must blend harmoniously with the neighborhood. The neighbors residing across the street must also be contacted if the project, when completed, can be seen from their property. Major landscaping projects such as retaining walls, etc. must also be approved. Plans for major alterations must be submitted to the ACC two weeks before the meeting. Applications for approval of PODS, dumpsters, or similar structures should check the "Other" box and must include the maximum time that the structure will be on the lot.

Attach the following:

Note (1) Copy of plat of your property showing location on your property of the requested alteration.

Note (2) Detailed scale drawing or copy of blue prints of proposed alteration.

I understand that these items are needed for the committee to make an informed decision about the requested alteration. When completed we agree to allow the ACCC to inspect this project.

Signature of requester

Neighbor comments:

Name (Print)	Address	Concur/Non-concur	Signature

The homeowner requesting approval of a project (requester) will contact the neighbor(s) residing on each side of his home to obtain their concurrence or comments. In the event the requester resides on a corner lot, the neighbor residing adjacent to his rear property line must be contacted. The neighbors residing across the street must also be contacted if the project, when completed, can be seen from their property. Space for their name(s), address, concurrence or comments is provided above. If the required neighbor approvals are not obtained by the requester the ACC will contact the neighbors to get their comments which will delay processing of the request. Neighbor comments will be considered by the ACC in making a decision. Those neighbors that non-concur in a project will be notified in writing of the action taken by the ACC and advised of their right to appeal. If a project requiring ACC approval is started without such approval it shall be considered in violation of the covenants of the Association.

Mail completed forms to **MCA ACC Committee, P.O. Box 2503, Laurel, MD 20709.**

Note (1) Prince George's County law requires a building permit for all structural changes or additions to your home.