MONTPELIER COMMUNITY ASSOCIATION
Architectural Control Committee
Approval Form

Member No: _____ Date: _____

Name: _____

Address: _____

Telephone: _____ _____
(Home) (Office)

House Type: ! Framingham ! Jamestown ! Gramercy ! Eton

Type of Alteration:

!? Addition/ modification of basic structure !Fence ! Shed
! Siding/Paint ! Deck ! Other

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

Describe the alteration in detail. Information about dimensions, materials, and design will help expedite your request. Include any statement of special circumstances that may require deviation from established and published guidelines.

_____

_____

_____

_____

_____

Attach the following items:

***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**
Name (Print)	**Address**	**Concur/Non-concur**	**Signature**
Name (Print)	**Address**	**Concur/Non-concur**	**Signature**
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 at the bottom of the ACC Advanced Approval Form. 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.

Note (1) Prince George's County law requires a building permit for all structural changes or additions to your home.
Note (2) Siding or paint changes that are earth or traditional colonial colors do not need committee approval. However, we would appreciate your registering such changes with us so we can maintain accurate records for the community.

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