

ARCHITECTURAL DESIGN REVIEW APPLICATION

Three Oaks Homeowners Association

To: Board of Directors
Three Oaks Homeowners Association
c/o Metropolis Condo Management
4307 Gallatin Street
Hyattsville, MD 20781

Control # Internal use only

Owner name(s): _____ Lot: _____ Phase/Sec.: _____
30A Address: _____ Home phone: _____
Mailing Address (if different): _____ Work or mobile phone: _____
_____ Email: _____

Directions:

The Declaration of Covenants requires that you submit to the Board of Directors for approval all proposed exterior additions, changes, or alterations to your house and lot. In order to be considered by the Board of Directors, your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Please be sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Board of Directors review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from Metropolis prior to submission of an application.

Description of Proposed Change: {Please print or type}

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by noting color schemes and attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

Purpose of Improvement: _____

ESTIMATED STARTING DATE OF CONSTRUCTION: _____
{After approval by the Board of Directors}

ESTIMATED COMPLETION DATE: _____

Neighbors' Acknowledgments:

You are requested to obtain the signatures below of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Name: _____

Address: _____

Signature: _____

Owners Acknowledgments:

I/we understand and agree: (please initial)

1. _____ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed follows the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Committee or managing agent to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage to, and all cost to repair, community green space or drainage systems or other community property that results from the work being done for the proposed modification.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked}.

Email the completed application to threeoaksboard@gmail.com AND to Brenda Drummond, Community Counselor at brenda@mymetropolis.net

Postal mail to

Brenda Drummond, Three Oaks Homeowners Association
c/o Metropolis Condo Management
4307 Gallatin Street
Hyattsville, MD 20781

FOR COMMITTEE USE ONLY: Date Received _____

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Comments: _____

Developer: _____ Date: _____