

Architectural Change Request
Urbana Highlands Homeowners Association, Inc.
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The Architectural Review Committee reviews applications at least once per month. Please allow a minimum of four (4) weeks for the review of your application and a response via email. The required response time is sixty (60) days from receipt of your completed application. If you have not received a written response within sixty (60) days, contact the Management Agent for additional information and instructions.

Please type or print the following information:

Owner/Applicant Name: _____

Property Address: _____ Lot Number: _____

Mailing Address: _____

Daytime Phone: _____ Evening Phone: _____

Email: _____ Fax: _____

The Governing Documents of Urbana Highlands require that you submit all proposed exterior additions, changes, or alterations to your house or lot to the Architectural Review Committee for approval, except as specifically noted in the Design Guidelines. In order to be considered by the Architectural Review Committee, your application must include detailed information describing the proposed change. Typically this includes a completed and signed copy of this application, plans and specifications **including sketches, photos, and catalog illustrations showing the nature, kind, shape, color, dimensions, and materials proposed**, and a copy of the lot survey (plat) with the location of the project marked. Specific submission requirements for each type of improvement can be found in the Design Guidelines. **Make sure your application is complete.** An application submitted without all of the required information will be deemed incomplete and returned to the applicant. The sixty (60) day review period does not commence until a complete application with all required information is received. During review of your application, the Architectural Review Committee may request additional exhibits to further clarify, explain, or document the project. In addition, representatives of the Architectural Review Committee may perform a site visit during the review of your application and may include digital photography to augment the information provided with your application. If you have any questions regarding the required submissions or the application process, you are encouraged to seek guidance from the Management Agent prior to submission of your application.

Description of Proposed Exterior Change or Alteration: *(Please type or print below or attach description as exhibit)*

Describe all proposed improvements, alterations, or changes to your lot or home. Provide all required information by attaching plans, sketches, pictures, catalog illustrations, and other required details as specified in the Design Guidelines. **Note: You must submit a copy of the plat/house location survey of your property with your request. Indicate on the plat/house location survey exactly where the improvement will be located and if the improvement will be sited within any easements on the Lot.**

IF THIS IS FOR A FENCE INSTALLATION: It is the homeowner's responsibility to ensure that the installer places the fence within the boundaries of the property line. Should an owner or contractor install a fence outside of the property lines and onto the neighbor property, common area or forestation areas, the fence will need to be removed at the owner's expense and placed within the property boundaries.

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Purpose for Improvement: _____

Estimated Starting Date: _____ (after approval from ARC)

Estimated Completion Date: _____

Neighbors' Acknowledgements:

Applicants are required to obtain the signatures of all lot owners whose lots are adjacent to your lot. **Signature by your neighbor indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.**

Name: _____

Address: _____

Lot: _____

Signature: _____

Date: _____

Name: _____

Address: _____

Lot: _____

Signature: _____

Date: _____

Name: _____

Address: _____

Lot: _____

Signature: _____

Date: _____

Name: _____

Address: _____

Lot: _____

Signature: _____

Date: _____

Owner/Applicants' Acknowledgements:

I/we understand and agree to the following items:

1. **No work on the proposed change shall begin until written approval of the application is received by the applicant from the Architectural Review Committee. If any work is started prior to receipt of written approval, the Lot Owner will be subject to fines and other remedies as specified in the Urbana Highlands Enforcement Procedures. Furthermore, if this application is disapproved wholly or in part, the Lot Owner may be required to return the property to its former condition at the Lot Owner's expense.**
2. Approval of the Architectural Review Committee shall in no way be construed as to pass judgment on the correctness of location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
3. Approval by the Architectural Review Committee shall in no way be construed as to pass judgment on compliance with applicable building and zoning laws in which the property is located.
4. Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Review 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.
5. The Lot Owner agrees to abide by the terms and conditions of approval specified in the written approval, including any contingencies that must be met prior to full approval. The Lot Owner agrees to contact the Management Agent should there be any questions or omissions regarding the terms and conditions specified in the written approval.
6. The Lot Owner acknowledges and certifies that all proposed improvements are located within the Lot or on the Lot line(s). Applications for projects located on a Lot line must be jointly submitted by all adjacent Lot Owners.
7. The Lot Owner is responsible for advising any and all contractors employed for this project that work cannot commence until ARC approval is received and that the Lot Owner will provide the contractor a copy of the written approval of the ARC.

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8. There shall be no deviations from the plans, specifications, and location approved by the Architectural Review Committee without prior written consent of the Architectural Review Committee. Any variation from the original application must be resubmitted for approval.
9. The Lot Owner authorizes members of the Architectural Review Committee, Board of Directors, or Management Agent to enter upon my property to make one or more routine inspections.
10. Construction or alterations in accordance with the approved plans and specifications must commence within six (6) months of the date this application is approved and must be substantially complete within twelve (12) months of project commencement.
11. The Lot Owner is responsible and obligated to obtain all required building permits and variances, to contact **Miss Utility** prior to any digging, and to construct the improvements in a craftsmanlike manner in conformance with all applicable building and zoning code and ordinance requirements.
12. The Lot Owner is responsible for any damage and all cost to repair community property that results from the proposed project.
13. The Urbana Highlands HOA, Board of Directors, Architectural Review Committee, and the Management Agent are not responsible for safety, construction, operation, maintenance, accidents, injuries, or other claims that may arise from the proposed improvement or modification of the property.

I/we have read and understand the procedures and guidelines of the Urbana Highlands Homeowners Association in effect at this time. I/we understand that it is the Lot Owners' responsibility to adhere to the procedures and guidelines of the Urbana Highlands Homeowners Association in effect at the time and at the time of application approval and to require implementation by any contractor or agent in conformance thereto. Any violations caused by a contractor or agent will not excuse the Lot Owner(s) from full responsibility and the cost of making corrections which may be necessary in such circumstances.

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Signature of Lot Owner: _____ Date: _____
(must be signed by owner listed on Deed)

Signature of Lot Owner: _____ Date: _____
(must be signed by owner listed on Deed)

Submit Applications To: **Urbana Highlands HOA, Inc.
c/o CAMP
209 West Street, Suite 302
Annapolis, MD 21401
Phone: 855.477.2267
Email: urbhighl@ciramail.com**

Application Check list

- Photo of existing area/item
- Drawing/Sketch of proposed changes
- Photo of material proposed
- Sample Colors of proposed material

COMMITTEE USE ONLY:

**URBANA HIGHLANDS HOMEOWNERS ASSOCIATION, INC.
ARCHITECTURAL CHANGE COMMITTEE (ACC)**

THE ACC REVIEW ON: _____
DATE

RESULTS:

- | | |
|---|--|
| <input type="checkbox"/> Approves | <input type="checkbox"/> Approve with Stipulation(s) |
| <input type="checkbox"/> Denies | <input type="checkbox"/> Requires More Information |
| <input type="checkbox"/> Requires Modified Plans
Please resubmit Application | <input type="checkbox"/> No application Required |

HOMEOWNER
NAME: _____

ADDRESS: _____

FOR: _____

Architectural Change Committee Comments: _____

Your request for the above change, addition, or improvement has been:

- Approved subject to the conditions in the attached letter and any accompanying documentation
- Disapproved per the reasons stated in the attached letter and any accompanying documentation

Signature of Committee Chair: _____ Date: _____