

Clover Hill Civic Association Architectural Review Committee Request Form and Information

Please take the time to read the instructions for the Architectural Review Request Form.

Please plan well in advance. The ARC meets once a month in an open meeting setting and no decisions are made outside the meeting. Requests must be received no less than 2 business days before the next scheduled meeting to allow sufficient review time. Applications not received within the required time frame will be added to the agenda for the meeting scheduled for the following month. You are welcome to attend ARC meetings.

Please submit a separate request for each proposed improvement. Requests are to be submitted in the required format and all requests and supporting documentation are to be 8 1/2 x 11 in size.

The ARC approval time frame begins upon receipt of a complete package that is received at least 2 business days prior to the next scheduled ARC meeting. If an incomplete package is received, a new review period begins upon resubmission of a complete request by the homeowner. If resubmissions are received in less than 2 business days prior to the upcoming meeting, review and consideration for approval will be delayed until the next scheduled ARC meeting.

Homeowners should review the Covenants and Guidelines for their neighborhood before submitting their request to the Architectural Review Committee (ARC). Covenants are part of your closing paperwork and Guidelines are available via email from the Property Manager. Each neighborhood has unique Covenants and Guidelines.

SUBMIT REQUESTS & SUPPORTING DOCUMENTATION TO:

Mail:
Clover Hill Civic Association
Architectural Review Committee
PO Box 1429
Frederick, MD 21702

Email:
Arc@cloverhill.org

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How long will the ARC approval/disapproval process take?

The ARC meets monthly. Committee members evaluate applications throughout the month but do not render a decision outside the monthly meeting.

Please plan well in advance so that the Committee has the appropriate time and information to review your request. You may be contacted with questions ahead of the meeting.

Any work done ahead of ARC approval is at the homeowner's risk. Failure to obtain ARC approval may result in an action to remove the item.

What do you need to submit?

Along with the completed Architectural Review Request Form, you should also submit any supporting materials including: brochures, blue prints, site plans, elevation drawings, sketches with dimensional information, etc., which will best describe your proposal. All documents are to be provided in an 8 1/2 x 11 format.

Provide a list of materials, colors, and style names. If you are updating the existing materials, colors, or style, please provide the same information for the current condition. Photographs are helpful and encouraged.

If a manufactured improvement is planned, such as, but not limited to, a shed or hot tub, a manufacturer's brochure must be submitted.

You must provide a copy of your plat with the location of new improvements visibly identified. Clearly show the distance to the lot lines. Exceptions to setback requirements due to grade must be identified and justified.

New home construction uses a phased approval process. Please contact the Property Manager for the appropriate forms.

Incomplete or unclear applications will be returned to the homeowner and will delay the review process.

Additional Information:

An ARC approval does not apply to drainage from your lot or neighboring lots. Maintaining proper drainage is the sole responsibility of the applicant.

It is the sole responsibility of the applicant to accurately identify lot lines, property lines, easements and setbacks.

It is the sole responsibility of the applicant to insure that all appropriate building permits are obtained.

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REQUEST FOR APPROVAL

Request Date _____

Address _____

Contact Info Phone _____

 E-mail _____

APPROVAL REQUESTED (one request per project –submit separate request for each project):

- | | | |
|---|---|--|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Deck / patio / walkway | <input type="checkbox"/> Addition/conversion |
| <input type="checkbox"/> Painting | <input type="checkbox"/> Shed | <input type="checkbox"/> Roof replacement |
| <input type="checkbox"/> Pool / spa / hot tub | <input type="checkbox"/> Basketball hoop | <input type="checkbox"/> Ramp |
| <input type="checkbox"/> Door/Garage Door | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Driveway |
| <input type="checkbox"/> New construction | <input type="checkbox"/> _____ (specify) | |

DESCRIPTION OF PROJECT (Add additional pages and attachments as needed)

Anticipated completion date: _____

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Date received by ARC: _____ Address: _____

After reviewing your request, the Architectural Committee:

- _____ Action is suspended pending submission of the items listed on the attached letter.
- _____ The request is approved subject to the requirements stated in the attached letter.
- _____ The request is approved as submitted.
- _____ The request is disapproved as stated in the attached letter.
- _____ Review/Approval delayed to next monthly meeting due to timeframe of submission.

Note: An attached letter may provide additional detail of the ARC action that is a part of this response.