

**CHURCHILL VILLAGE-SOUTH HOMEOWNERS ASSOCIATION**  
 APPLICATION FOR REVIEW AND APPROVAL OF EXTERIOR IMPROVEMENTS OR ALTERATIONS  
 (301)540-8600 x3007

All correspondence must be sent to:

CVS Architectural Control Committee  
 c/o Vanguard Management  
 P.O. Box 39  
 Germantown MD 20875-0039

All information must be complete and supplemental information attached, including site survey/plan. Incomplete information may result in your application being delayed or disapproved. See instructions on page 3.

**NOTICE:** In order to process your application you must provide the original **PLUS (TWO) 2 copies of your application** (including all attachments).

1. Applicant's Name \_\_\_\_\_ 2. Telephone: (H) \_\_\_\_\_  
 3. CVS Property Address \_\_\_\_\_ (W) \_\_\_\_\_  
 4. Lot #: \_\_\_\_\_ 5. Block #: \_\_\_\_\_ 6. Estimated Completion Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Month Day Year

**7. Proposed Improvement or Alteration:** Please use area below to briefly describe all proposed improvements, alterations or changes to your lot or home. Attach required details by sketches, drawings, clippings, pictures, catalog illustrations and other data. **Include a copy of your "house location survey" or other suitable site plan and show the location of item/change on your property on a copy of this survey/plan.** Include details of color(s), measurements, materials, and any other pertinent information. **A SEPARATE APPLICATION FORM MUST BE USED FOR EACH PROPOSED CHANGE.**

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8. OWNER'S ACKNOWLEDGMENTS: I understand and acknowledge that:

- a. ...there are architectural requirements covered by the Declaration of Covenants, Conditions and Restrictions (Declaration) for the Churchill Village-South Homeowners Association (CVS) and a review process established therein and by the Board of Directors.
- b. ...no work on this request shall commence until written approval of the Architectural Control Committee (ACC) has been received by me.
- c. ...any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed and that, if alterations are made, I do so at my own risk and that I may be required to return the property to its former condition at my own expense if this application is disapproved; and, that I may be required to pay any legal expenses incurred by CVS.
- d. ...a copy of this application will be returned to me after review and action by the ACC.
- e. ...members of the ACC are permitted to make a routine inspection of my property to assess the changes proposed by this application as well as to review the status of the changes after action on the application by the ACC.
- f. ...any approval is contingent upon construction or alterations being completed in a proper manner and in accordance with the approval by CVS.
- g. ...the alteration authority, if so granted by this application, will be revoked automatically if the alterations requested have not commenced within one hundred eighty (180) days of the approved date of this application and/or completed within twelve (12) months after commencement.
- h. ...I must insure that all proposed improvements meet county building and zoning codes and that my signature indicates that these standards are met to the best of my knowledge. I understand that I may be required by local laws to obtain a building permit and that application for a building permit is my responsibility.
- i. ...**any variation** from the original application must be resubmitted for approval.
- j. ...this application must be received at least seven (7) days prior to the first Tuesday of the month in order to be eligible for review at the next meeting of the ACC, otherwise I hereby agree to a waiver of and a thirty (30) day extension of the approval time period specified in Article VI, Section 3 or the CVS Declaration.

9. Owner's Signature(s): I/we hereby acknowledge that I/we have read and agree to all terms set forth above.

Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE:** Those neighbors who sign on page 2 **MUST** also Initial **ALL** attachments to this application, including, but not limited to, all plans, drawings, plats, photographs, descriptions, etc. Failure to obtain such initials will result in the application being disapproved.

**NOTICE:** In order to process your application, you must provide the original **PLUS (TWO) 2 copies of your application** (including all attachments).

**NOTIFICATION TO HOMEOWNERS WITHIN 100' OF THE APPLICANT'S PROPERTY:**

The undersigned homeowners, or renters where there are absentee owners, whose properties lie within 100 feet of the boundary line of the applicant's property, indicate by their signatures that they have been notified of the proposed improvement/alteration. Signing this form implies neither approval nor disapproval, but merely that notification has been made.

If you, as a homeowner, do not approve of the improvements/alteration, you have five (5) days after the date you were notified to either register an objection OR to request a public hearing on this application. Each objection or request for hearing MUST be made in writing to the Architectural Control Committee (ACC) at the address shown at the top of this application form. If you choose to take either action, the ACC will notify you of any action to be taken.

Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____
Name/Signature _____	Owner / Renter (Circle One)	Initials: _____	Date: _____
Address _____	Lot# _____	Telephone: (H) _____	(W) _____

**USE ADDITIONAL PAGE IF NEEDED**

**The ACC meets on the 2<sup>nd</sup> (2<sup>nd</sup>) Wednesday of each month at 7:00 p.m.. The ACC meeting is held at the Wanegarden Community Center  
13601 Wanegaren Drive  
Germantown, Maryland 20874  
(across the street from the Lake Seneca Elementary School).**

**The ACC may be contacted through Vanguard Management at (301)540-8600 X3307.**

**FOR COMMITTEE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_

APPROVED (Signature): \_\_\_\_\_

DATE: \_\_\_\_\_

DISAPPROVED (Signature): \_\_\_\_\_

DATE: \_\_\_\_\_

COMMENTS (Restrictions, additional requirements, reasons for disapproval): \_\_\_\_\_

\_\_\_\_\_

**NOTICE:** In order to process your application, you must provide the original **PLUS (TWO) 2 copies of your application** (including all attachments).

# CHURCHILL VILLAGE-SOUTH HOMEOWNERS ASSOCIATION

## APPLICATION FOR REVIEW AND APPROVAL OF EXTERIOR IMPROVEMENTS OR ALTERATIONS

### INSTRUCTIONS

**IMPORTANT:** In order to have your application processed, you must provide the original application with attachments **PLUS TWO (2) additional copies** of all paperwork (***Application plus attachments***).

1. Applicant's Name - Please fill in the name(s) of all owners of the home.
2. Telephone - Please fill in both home and work telephone numbers.
3. CVS Property Address - Please fill in the street of address of the property that this application addresses.
4. Lot # - Please fill in the lot number for the subject property address (refer to your County tax bill).
5. Block # - Please fill in the block in which this property is located (refer to County tax bill).
6. Estimated Completion Date - Please list the date on which you expect to fully complete the subject improvement.
7. Proposed Improvement or Alteration - Please enter a written description of the proposed improvement. This description should contain sufficient detail to allow the Architectural Control Committee (ACC) to know exactly what you wish to modify or construct. This description should include information, including but not necessarily limited to, dimensions, colors, location on lot.
  - a. **Situations that require a plat/house location survey with the *Application for Review and Approval of Exterior Improvements or Alterations* include:** decks, fences, sheds, walks or driveways, additional rooms, garages, playground sets, trees and hedges. Other situations may require a plat with the Application are at the discretion of the CVS Board.
  - b. Attach complete plans and specifications showing the exact nature, kind, shape, height, material and color of the proposed modification/or improvement. These plans must also include front, rear and side elevations (as applicable) as well as a floor plan. The plans need not be of professional quality but should be clear and understandable. Photographs of similar projects are helpful.
  - c. Please provide a color chip of outside paint or siding to be used must be submitted with the ACC Application.
8. OWNER'S ACKNOWLEDGMENTS: **Please carefully read the enumerated acknowledgments.**
9. Owner's Signature(s): The signatures of the co-owners of the subject property are required.
10. **NOTIFICATION TO HOMEOWNERS WITHIN 100' OF THE APPLICANT'S PROPERTY:** The applicant(s) **MUST** notify all homeowners, or renters where there is an absentee owner, whose property is within a one hundred foot (100') radius from **the boundary of your property.**
11. Applications must be received at least seven (7) days prior to the first Tuesday of the month.

**NOTICE:** Those neighbors who sign on page 2 of the application **MUST also initial ALL attachments** to this application, including, but not limited to, all plans, drawings, plats, photographs, descriptions, etc. Failure to obtain such initials will result in the application being returned to you and/or being disapproved.

**NOTICE:** In order to process your application, you must provide the original **PLUS (TWO) 2 copies of your application** (*including all attachments*).