



GLENMONT HOMEOWNERS' ASSOCIATION, INC.

P.O. Box 7047 ■ Columbia, MD 21045 ■ www.glenmonthoa.com

GLENMONT ARCHITECTURAL REVIEW COMMITTEE (ARC) EXTERIOR ALTERATION APPLICATION

Directions for Homeowners

- Complete all sections of this application.
- Submit the completed form with all required supporting documents by email or mail.
- Please use blue or black ink and print clearly.

For ARC Use Only
Date Received: _____
Circle One: Approved / Denied

APPLICANT INFORMATION

LOT# _____ FIRST & LAST NAME: _____

ADDRESS: _____

PHONE: (_____) _____ - _____ E-MAIL: _____

DESCRIPTION OF CHANGES DESIRED

Provide **full** details of the proposed modification in accordance with the Architectural Guidelines. **A copy of your plot plan with the proposed modification clearly marked showing its location relative to property lines and existing structures is required.** Applications submitted without a marked plot plan will not be reviewed. Attach any applicable sketches, drawings, paint samples, or product information. Applications **must** include the color, materials, and dimensions of the proposed improvement.

ACKNOWLEDGEMENT OF AFFECTED AND/OR ADJACENT PROPERTY OWNERS

Applicants **must** notify affected and/or adjacent property owners **and obtain their signatures**. This should include neighbors beside, behind, and across the street from your property.

Affected/Adjacent Owners Please Note: Signatures below indicate awareness of the proposed modification only and do not constitute approval or disapproval. **Affected/adjacent owners' signatures are required.** Neighbor acknowledgement is for notification purposes only and does not constitute approval or disapproval of the application, nor will it determine the ARC's decision. If you have any questions concerning this application, please send an email to arc@glenmonthoa.com. Resident input may also be given at open committee meetings. Please email the ARC for info.

Printed First & Last Name	Signature	Address
Printed First & Last Name	Signature	Address
Printed First & Last Name	Signature	Address
Printed First & Last Name	Signature	Address

(Attach an additional sheet with signatures of affected and/or adjacent property owners if additional space is needed.)

I, the applicant and/or owner, acknowledge and understand the following:

1. Nothing contained herein shall be construed as a representation that the proposed alterations comply with the Building and Zoning Codes of Howard County or other governmental requirements. Compliance with all applicable laws, permits, and codes remains the responsibility of the applicant and/or owner. Nothing herein shall be construed as a waiver or modification of any Protective Covenants or restrictions.
2. Approval by the ARC relates only to aesthetic and architectural considerations and does not constitute approval of structural design, engineering, construction methods, or compliance with applicable building codes.
3. The applicant and/or owner assumes full responsibility for the research, preparation, and completion of all construction, landscaping, and related improvements.
4. Information regarding Howard County building permits may be obtained by contacting Howard County at 410-313-2455.
5. Exterior alterations commenced without prior written approval of the ARC may require removal or modification at the owner's expense and may result in enforcement action by the Association, including legal action and recovery of associated costs as permitted by the governing documents.
6. Any deviation from the plans and specifications approved by the ARC must receive prior written approval from the ARC. Unauthorized changes may require modification or removal at the owner's expense. Approval by the ARC applies only to the specific plans and materials submitted and does not establish precedent for future applications.
7. Applications are typically reviewed within thirty (30) days by the ARC. Additional time may be required if further information is needed.
8. The applicant and/or owner acknowledges that the property is subject to covenant restrictions regarding easement areas and that no structures or improvements may be placed within easements unless permitted by the governing documents.
9. Before digging, the applicant must contact MISS UTILITY at 811 for free location of underground utility lines.
10. Work described in this Exterior Alteration Application must be completed within one hundred twenty (120) days after approval by the ARC. Failure to complete the work within this period may result in the approval being rescinded and a new application required. Requests for extensions due to extenuating circumstances must be submitted to the ARC for consideration. Within thirty (30) days of completion of the approved work, the applicant agrees to notify the ARC in writing so the Association's records may be updated.
11. The ARC reserves the right to inspect the completed work to confirm that it conforms to the approved plans and specifications. If the completed work does not conform, the owner may be required to correct or remove the non-conforming improvement.

I have read and understand the requirements and acknowledgments contained in this application.

I have attached a copy of my property plot plan with the proposed modification clearly marked. I understand the ARC will not review incomplete applications.

I agree to comply with the Architectural Guidelines and the plans approved by the ARC.

OWNER AND/OR APPLICANT SIGNATURE(S)

DATE

TENANT AND/OR APPLICANT SIGNATURE(S)

DATE

Completed applications can be emailed to: arc@glenmonthoa.com or mailed to:
Glenmont Homeowners' Association (Attn: ARC)
PO Box 7047
Columbia, MD 21045-7047