

**Mail To:**

Deerfield Homeowners Association, Inc  
PO Box 693  
McHenry, Md 21541

**Or by email:**

contactus @ deerfieldhoa.com

From: \_\_\_\_\_

Lot: \_\_\_\_\_

Deerfield Address: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Directions:

The DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS requires that residents of Deerfield HOA submit to the Architectural Review Board (ARB) an application to seek approval all proposed exterior additions, changes or alterations to your house/lot. In order to be considered by the ARB, 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 make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the ARB review period will not begin until the date on which 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 the ARB prior to submission of an application.

**Please note that the ARB has up to (60) days to approve or disapprove your application. Please submit your application as soon as you know the specifics of what exterior additions, changes or alterations you are planning for your home or lot so that review and approval of your application does not interfere with the scheduling or timing of the work which may be required for the additions, changes or alterations to your home/lot. If an expedited review of your application is needed, please contact a member of the ARB and a reasonable effort will be made to review it in the timeframe requested.**

Description of Request: (Please print or type)

Describe all proposed construction, improvements, alterations, or changes to your lot or home. Please provide required details by 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 construction or change.

Purpose of Improvement: \_\_\_\_\_

ESTIMATED STARTING DATE FOR CONSTRUCTION/ADDITIONS/CHANGES/ALTERATIONS TO YOUR HOME/LOT ?:

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Owners' Acknowledgments:

I/we understand and agree:

1. \_\_\_\_\_ that approval by the Architectural Review Board 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 Architectural Review Board shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Review Board 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 Architectural Review Board 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 Architectural Review Board without prior written consent of the Architectural Review Board; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Architectural Review Board 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 Architectural Review Board 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 and all cost to repair green space or community property that results from 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) .

Architectural Review Board Signatures:

ARB Signature \_\_\_\_\_ Date \_\_\_\_\_

ARB Signature \_\_\_\_\_ Date \_\_\_\_\_

ARB Signature \_\_\_\_\_ Date \_\_\_\_\_