

**ASSOCIATION ARCHITECTURAL IMPROVEMENT REQUEST FORM**

To: Board of Directors/Architectural Committee  
c/o Sage Property Management  
P.O. Box 145  
Riverdale, MD 20738

(O) 240-292-6222 / (F) 240-667-3597

Community Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Lot Address: \_\_\_\_\_ Account #: \_\_\_\_\_

Telephone Numbers: [H] \_\_\_\_\_ [W] \_\_\_\_\_

Proposed Improvement: \_\_\_\_\_  
\_\_\_\_\_

**Applicant must submit in duplicate with application the following:**

- a. **Site plan** showing size, shape and location of improvement to residence and to adjoining properties;
- b. **Manufacturer's brochure**, if available;
- c. **Color samples** [provide paint swatches], if applicable;
- d. **Architectural plans/drawings** [for major additions/improvements];
- e. **Grading plan**, if applicable;
- f. **Detailed written description**[if not provided, application will be returned], including expected start and completion dates.

**Applicant hereby warrants that Applicant shall assume full responsibility for:**

- a. **All landscaping, grading and/or drainage issues relating to the improvements**  
[including replacing bonds or escrows posted by Developer currently in place affecting the lot];
- b. **Obtaining all required city, Town or County approvals** relating to said improvements;
- c. **Complying with all applicable city, Town or County ordinances**;
- d. **Any damage to adjoining property and common area, or injury to third persons associated with the improvement.**

**Applicant hereby states that the applicant has read the architectural guidelines  
and hereby agrees that all work will be in compliance with those guidelines:**

\_\_\_\_\_  
[Signature of Applicant]

\_\_\_\_\_  
[Date]

**BOARD/ARCHITECTURAL COMMITTEE RESPONSE:**

Date Application Received: \_\_\_\_\_

\_\_\_\_\_ Request approved as submitted.

\_\_\_\_\_ Request approved subject to: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Response suspended pending submission of: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Request disapproved because: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
[Signature – Board/Committee Chairman]

\_\_\_\_\_  
[Date]