

**SENECA WHETSTONE HOMEOWNERS ASSOCIATION, Inc**

**P.O. Box 2825, Gaithersburg, MD 20886-2825**

**Architectural Improvement Application & Review Form**

Note: The Declaration of Covenants, Conditions and Restrictions for Seneca Whetstone Homeowners Association **Article VII, Sections 1 thru 5** and **Article VIII, Sections 1 thru 6**, state that all planned modifications to the exterior of a home **MUST BE APPROVED** by the Architectural Control Committee (ACC) **PRIOR** to implementation. Upon receipt by the Architectural Control Committee, members will be notified, in writing, of the approval or non-approval of their Architectural Improvement Application (AIA) within 30 days. If approved, work on authorized modifications must begin within 6 months of approval and must be substantially completed within the 12 months immediately following. Authorization for work not substantially completed within the indicated timeframe will be considered to have lapsed and a new Architectural Improvement Application will need to be filed and approved before installation is allowed to proceed.

**Remember to enclose a copy of:**

1. A list & description of materials & colors to be used (with additional items as appropriate);
2. A plot plan of your home & lot, if applicable, indicating:
  - a. the location of the house & your project
  - b. the location of lot and easement lines.
3. A sketch or drawing of the project with dimensions (WxDxH) clearly labeled.

**Submit three copies of this Request to:**

Seneca Whetstone Homeowner's Assoc., Inc.  
 attn: Architectural Control Committee  
 P.O. Box 2825  
 Gaithersburg, MD 20886-2825

Email: [President.SWFOA@gmail.com](mailto:President.SWFOA@gmail.com), and  
[ACC.SWFOA@gmail.com](mailto:ACC.SWFOA@gmail.com)

**Homeowners/Unit Owners Information:**

Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_

**Application Date:** \_\_\_\_\_

First Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_

**DESCRIPTION & EXACT LOCATION OF PROPOSED MODIFICATION(S):**

\_\_\_\_\_  
\_\_\_\_\_

**INDICATE (CHECK) LOCATION(S) OF MODIFICATION(S):**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> FRONT OF HOUSE | <input type="checkbox"/> BACK OF HOUSE | <input type="checkbox"/> SIDE OF HOUSE | <input type="checkbox"/> HOUSE ROOF               |
| <input type="checkbox"/> PATIO OR DECK  | <input type="checkbox"/> GARAGE        | <input type="checkbox"/> SHED          | <input type="checkbox"/> OTHER (PLEASE DESCRIBE): |

**PERSON(S) OR BUSINESS(ES) (WITH CONTACT INFORMATION) WHO WILL BE PERFORMING THE MODIFICATION(S):**

\_\_\_\_\_  
\_\_\_\_\_

**PLANNED START DATE:** \_\_\_\_\_

**TARGET COMPLETION DATE:** \_\_\_\_\_

The Homeowner/Unit Owner acknowledges that if approved by the Architectural Control Committee, the Homeowner/Unit Owner is responsible for ensuring that the proposed modifications fully comply with the all local (e.g. City and County) building codes, and that all local permits and filings of plans, where required by law, are completed prior to construction.

**HOMEOWNER'S SIGNATURE** \_\_\_\_\_

**DATE (MM/DD/YY)** \_\_\_\_\_

**DO NOT WRITE IN THIS BOX – FOR ACC USE ONLY**

**DATE RECEIVED:** \_\_\_\_\_ **DATE TO ACC:** \_\_\_\_\_ **DATE REVIEWED:** \_\_\_\_\_

**REVIEWED BY:** \_\_\_\_\_ **REVIEWED BY:** \_\_\_\_\_

**APPROVED DATE:** \_\_\_\_\_ **NON-APPROVED DATE:** \_\_\_\_\_

**APPROVED/NOT APPROVED BY (ACC CHAIR OR REPRESENTATIVE):** \_\_\_\_\_

**REASON(S) FOR NON APPROVAL:** \_\_\_\_\_