



The Villages at Tower Oaks Homeowners Association, Inc.
Design Review Committee
Design Change Application

A homeowner planning to change to the outside appearance of their home or landscape may be required (consult the *Design Review Guidelines and Rules* for details for when an application is necessary) to complete and submit this application to the Design Review Committee (DRC).

If in doubt, the homeowner must submit an application. The design change requested must comply with the DRC Guidelines and Rules.

Name: _____

Address: _____

Contact: Home phone: _____ Work phone: _____

Cell phone: _____ E-mail address: _____

Project: _____

Start Date: _____ Completion Date: _____

Description: Describe all proposed improvements, alterations, or additions to your home or lot. **Attach details such as specifications, sketches, drawings, clippings, pictures, colors, and other data.** Also show the location of the project on your property via a basic drawing or on copy of lot plat. Attach additional sheets as necessary.

Homeowner's Acknowledgements:

- Nothing in the design request represents alterations that would violate any of the provisions of the building and zoning codes of the city, county or state.
- Homeowner will obtain any and all required jurisdictional repair, modification or construction permits.
- Commencement
 - of any part of the requested alteration prior to receipt of the DRC's written approval is prohibited
 - of the alteration must begin no later than one year (365 days) from the date of the DRC's written approval, and must complete no later than sixty (60) days from initiation
 - the DRC may fine the homeowner for non-compliance; may require the homeowner to return the property to its former condition at the homeowner's expense; and, may seek legal remedy, expenses for which homeowner may be liable.
- DRC members, their designees and/or the property management company are permitted to conduct routine inspections.
- Any variation from the original application must be resubmitted for approval.

Homeowner's Signature: _____ Date: _____

Co-Homeowner's Signature: _____ Date: _____

Reminder: Attachments (e.g., photos, drawings, illustrations, pictures, surveys, etc.) must be attached or enclosed with this application to expedite the review process.

Mail completed application to: The Villages at Tower Oaks Design Review Committee
c/o Comsource
3414 Morningwood Drive
Olney, MD 20832

Send by FAX to 301.924.7340

If you have questions, call The Villages at Tower Oaks property manager at 301.924.7355

Please consider the impact of your project upon neighbors and inform them of your plans, noise or disruption to expect as your project is underway.

The DRC may require applicant(s) to obtain written approval of neighbor(s) for the proposed project.