



DESIGN REVIEW APPLICATION

I. APPLICANT INFORMATION (Please type or print)

Owner's Name: _____

Owner's Address: _____ Rockville, MD 20850

Owner's Telephone: (Home) _____ (Office) _____

II. APPLICATION INFORMATION REQUIRED

If you wish to make any of the changes permitted by the Citizens Assembly, please refer to the Assembly's website—KingFarm.org for further information. After signing in, go to the "Architectural Design Guide" under the heading "Resident Services." Or refer to the appropriate governing documents in the "Documents" section. These include:

- Equity Resolution No. 1—Design Standards and Guidelines for Visual Changes to Living Units and Lots
- Equity Resolution No. 6—Design Standards for Landscape Maintenance
- Administrative Resolution No. 2—Procedures for Review and Approval of Applications for Visual Changes to Living Units and Lots
- Administrative Resolution No. 9—Rules for Installation of Antennas within Condos & Co-ops
- Administrative Resolution No. 10—Rules for Installation of Antennas within Lots
- Addendum to Design Standards—Alley Lighting
- Design Guide Files (regarding fences, decks and rails, garage doors, exterior paint, lawn edging, lawn lights, trash containers, and storm doors)

These documents can also be obtained from the Community Manager.

Please provide the following, as applicable:

A. Legible description of changes(s) desired. Give full details (and/or attached exhibits) of the proposed change itself, purpose or reason, type and color of materials. The location of the change must be drawn to scale on your property plat and submitted with your application. Use this as your chance to support your request.

B. Drawing(s) of proposed change or photograph(s) of other approved change(s).

C. Paint/materials/samples, as applicable.

D. Names(s) and address(es) of person(s) or firm(s) who will do the work.

E. Time schedule for completing change.

F. Indication of neighbors' awareness of proposed change. See item G under Notes, below, for more information.

Please telephone the Community Architect 301-585-2222 if you have questions about this application.

III. NOTES

A. All proposed improvements must meet local building and zoning codes. Your signature indicates that these standards will be met to the best of your knowledge. Application for local building permits is the applicant's responsibility.

B. Alterations shall not violate any of the Governing Documents or any of the provisions of the City of Rockville or Montgomery County and must be in compliance with the building ordinance of the City of Rockville.

C. The undersigned understands and agrees that no work on his request shall commence until written approval has been received. A copy of this application shall be returned to you after review.

D. Once the Community Architect has received all the required information and any applicable fees, the complete review will take no longer than forty-five (45) days. Design review applications must be received by the Community Manager by the 20th of the month in order to be reviewed at the next Architectural Design Trust meeting.

E. The undersigned has read and understands the applicable provisions of the Assembly's Governing Documents (see bulleted list above).

F. The Assembly assumes no responsibility for any damage to person or property resulting from or related to any change to any property or Unit, whether or not such change has been approved by the Assembly, since the Assembly cannot control quality of workmanship relative to the change or errors or omissions of pertinent information on the application.

G. You must advise all adjoining (*adjoining is defined as any residential property that abuts your property at any point along a common boundary*) and adjacent (*adjacent is defined as any neighbor who can easily view the improvement you plan to make from his/her property*) neighbors of your proposed changes and show them any plans. Please have your neighbors sign below indicating that you have made them aware of the changes you are requesting. Their signatures do not indicate approval of your application, only an acknowledgement that you have made them aware of it and have given them an opportunity to see and comment on your plans. If you are unable to contact any neighbor after reasonable efforts to do so, or if a neighbor is unwilling to sign this application, please list the names and addresses of those neighbors who have not signed, and describe briefly the efforts you have made to contact them.

Neighbor Notification		
Name (Sign and Print Below)	Address and Telephone	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant's (Owner's) Signature(s) and Date(s):

_____ Date: _____
 _____ Date: _____

Please mail or deliver to: Community Architect, King Farm Citizens Assembly, 300 Saddle Ridge Circle, Rockville, MD 20850