

DESIGN REVIEW APPLICATION

I. APPLICANT INFORMATION (Please type or print)

Owner's Name: _____

Owner's Address: _____ Rockville, MD 20850

Contact Info: Phone: (_____) _____ - _____ Email: _____

Proposed Improvement/Change: _____

II. APPLICATION INFORMATION REQUIRED

Please provide the following, as applicable:

- A. Legible description of desired changes(s)** – 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.
 - A property plat is a document provided at settlement, that shows all property lines and existing structures on an individual residential lot.
 - If you cannot find your plat you may be able to retrieve a copy from either the City of Rockville or the surveyor/land planner for your lot.
- B. Drawing(s) of proposed change or photograph(s) of other approved change(s).**
- C. Paint/materials/samples, as applicable.** (ex: pictures of paint label, shutter brand, front door, railing type, etc.)
- D. Name(s) and address(es) of person(s) or firm(s) who will do the work.** (ex: "ABC Roof Company")
- E. Estimated time schedule for completing the change.** (ex: "We want to schedule the work for June 1st and it will take 3 days to complete").
- F. Indication of neighbors' awareness of proposed change.** (See item G under Notes, below, for more information)

Please refer to the Assembly's website, www.kingfarm.org for further information. Go to the "Architectural Design Guidelines" under the heading "Home Improvement." Or refer to the appropriate governing documents in the "Documents" section or request these documents from the Community Manager. The documents include:

- **ER No. 1** - Design Standards and Guidelines for Visual Changes to Living Units and Lots
- **ER No. 5** - Design Guidelines for Alley Lighting
- **ER No. 6** - Design Standards for Landscape Maintenance
- **AR No. 2** - Procedures for Review & Approval of Applications for Visual Changes to Living Units & Lots
- **AR No. 9** - Rules for Installation of Antennas within Condos & Co-ops
- **AR No.10** - Rules for Installation of Antennas within Lots
- **Design Guide Files** (fences, decks/rails, garage doors, exterior paint, lawn edging, storm doors, etc.)

* Please contact Management at 301-987-0122 or management@kingfarm.org if you have questions about this application.

III. NOTES

- A. 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.
- B. Once the all the required information has been received, the application will be reviewed by the Architectural Design Trust during their monthly meeting. Design review applications must be received by the Community Manager at least two (2) weeks prior to the next meeting in order to be reviewed at the next ADT meeting.
- C. The undersigned has read and understands the applicable provisions of the Assembly's Governing Documents (see previous bulleted list).
- D. 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.
- E. Alterations shall not violate any of the Governing Documents or any of the provisions of the City of Rockville or Montgomery County and must comply with the building ordinance of the City of Rockville.
- 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 the 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. **Signatures do not indicate approval of your application, only an acknowledgment that you have made them aware of it and have allowed them to see and comment on your plans.**
 - If you are unable to contact any neighbor after reasonable efforts or if a neighbor is unwilling to sign this application, please list the names/addresses of those neighbors who have not signed, and describe the efforts you have made to contact them. * **COVID-19 Update: neighbor notification can be completed via email.**

NEIGHBOR NOTIFICATION:

<u>Name (Sign and Print Below)</u>	<u>Address and Telephone</u>	<u>Comments</u>

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

_____ Date: _____

_____ Date: _____

IV. SUBMIT APPLICATION

- A. Upon completion, please verify that all required information is enclosed within this application and submit it via email OR mail. If you are mailing your application, make sure to allow time for it to arrive before the ADT deadline.
- B. **EMAIL TO:** KFCA Management CO: *Community Architect* (management@kingfarm.org)
- C. **MAIL TO:** King Farm Citizens Assembly CO: *Community Architect* - 300 Saddle Ridge Cir, Rockville, MD 20850