KING FARM — DESIGN REVIEW APPLICATION

APPLICANT(S)/HOMEOWNER(S) INFORMATION

Name(s): _____

Property Address: _____, Rockville, MD 20850

Phone: _____ **Email:** _____

Proposed Improvement/Change:

_____

_____

_____

_____

_____

NEIGHBOR NOTIFICATION

- *Email notification does not require obtaining signatures on this application, but doing so requires including the email notification with your application documents. You <u>MUST</u> include management@kingfarm.org when sending an email notification to your neighbor.*
- *If you are unable to contact a neighbor (after making 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.*

*** NEIGHBOR NOTIFICATION DOES NOT CONSTITUTE APPROVAL OR DENIAL OF AN APPLICATION. THE NOTIFICATION <u>ONLY INFORMS</u> NEIGHBORS THAT AN APPLICATION IS BEING SUBMITTED FOR APPROVAL BY THE ADT COMMITTEE AND ALLOWS NEIGHBORS TO HAVE OPPORTUNITY TO COMMENT ON THE APPLICATION.

PRINT NAME: _____ ADDRESS: _____

SIGNATURE: _____ CONTACT PHONE: _____

DATE: _____ EMAIL: _____

PRINT NAME: _____ ADDRESS: _____

SIGNATURE: _____ CONTACT PHONE: _____

DATE: _____ EMAIL: _____

APPLICANT/HOMEOWNER SIGNATURE(S)

PRINT NAME: _____ PRINT NAME: _____

SIGNATURE: _____ SIGNATURE: _____

DATE: _____ DATE: _____

1

DESIGN REVIEW APPLICATION CHECKLIST

☐ **Did you include all relevant Drawings, Photos, Brochures, Elevations, Dimensions, Links to view materials online, Color Swatches or Samples, Permits, Plans, Quotes, etc.?** *Include all your documentation as attachments when you email your application; or print copies to include with your physical application.*

☐ **Did you provide a *COPY* of Your Property Plat, with ALL Modification/Plans Drawn to Scale?**
- *Applications submitted without an approved property plat will be considered Incomplete. If you cannot find your property plat, visit www.kingfarm.org/propertyplats to learn how to obtain another one.*
- *A property plat shows the exact property/lot lines for your lot and is necessary for the Community Architect to review your application.*

☐ **Did you Notify Your Neighbors?** *Notifying your neighbors only informs them that you are seeking approval for a change. The ADT committee determines final approval or denial of applications. Let your neighbors know about your plans and have them sign the application.*

If you answered "YES" to <u>all</u> the questions listed above, then you can submit your completed application to the association.

<mark>Applications must be submitted no later than 5:00pm on the 20th of each month.</mark>

The preference is that you submit your application and supporting documents via email to ensure that it is received/reviewed by the Community Architect in a timely manner.

SUBMIT YOUR COMPLETED APPLICATION

- **By Email to:** management@kingfarm.org

- **By Mail Drop Box, USPS Mail or In-Person to:**
  KFCA Management Office
  Saddle Ridge Community Center
  300 Saddle Ridge Cir.
  Rockville, MD 20850

Receiving a decision letter: *If you attend the ADT meeting, then you will know the status of your application in real time. Letters with conditional approval language and/or denials will be sent via email within 2-3 business days, or by USPS mail.*

If you have any questions, please email management@kingfarm.org