

Dearbought Community Association
Application for Architectural Change or Improvement

Instructions

- Review the DCA Covenants and Architectural Guidelines for information pertaining to the change that you wish to make. Copies of the covenants and guidelines can be obtained from The Management Group Associates (TMGA). Contact Tom Van Pelt at 800-536-8642 or TVanPelt@tmgainc.com.
- Complete the attached application form and description page(s).
- Gather the appropriate supporting documents (see below)
- Show the proposed change to your most effected neighbors and obtain their signatures.
- Submit all documentation to TMGA by the third Friday of the month.
- If possible, attend the Architectural Review Committee meeting. The date and time will be posted on the Dearbought entrance sign, but are generally held on the first Monday of the month at 7:00 pm in the pool house.
- Do not begin work on the modification until the necessary approval has been obtained.
- If approval has been obtained, complete the change according to the conditions specified on the approval form (if applicable).

Supporting Documents

1. Submit a plat indicating the location of the property and the place on the property where the modification will be made. Your plat can be obtained from the Frederick County Division of Permitting and Development Review at 30 North Market Street, 3rd Floor. You can also submit a request for a printed plat at:

<https://www.frederickcountymd.gov/forms.aspx?fid=136>

For more information, contact the Division of Permitting and Development Review at 301-600-1139.

2. A complete a detailed depiction or illustration of the color, style, size, dimensions, elevations, pitch, materials, finish or other applicable description of the proposed change.
3. Photographs, brochures, web site links, web site printouts or other methods that provide a likeness of the final product or change.
4. Description of efforts to mitigate impact of change (if appropriate.)

Examples:

Removal of tree that is damaged could be mitigated with intent to replace it with a new tree.

Relocation of an air conditioner unit could be mitigated with planting or shrubs to conceal the view of and noise from the new unit.

Dearbought Community Association
Application for Architectural Change or Improvement

Name: _____ Date: _____

Address: _____ Home Phone: _____

Email: _____ Cell Phone: _____

Applicant Signature(s): _____

This application may contain requests for more than one change or alteration to be considered. However, they will be reviewed separately. As such, it is possible for some changes to be approved while others may not. This application must be accompanied by a supplemental page(s) with details of each requested change.

Brief Description of the changes contained in this application:

#1: _____

#2: _____

#3: _____

#4: _____

#5: _____

The Dearbought Community Association recognizes that exterior modifications to your home may have an impact on properties that are adjacent to or are in direct sight of your proposed change. It is not necessary for these neighbors to approve or otherwise consent to the change that you propose. However, it is necessary for them to be aware of your intent to make a change, so that they have an opportunity to inspect your application and address the Architectural Review Committee with any comments, concerns or considerations regarding your application.

By signing below your neighbors are simply acknowledging that they are aware of your intent. This does not constitute their approval of your change.

Name: _____ Address: _____ Signature: _____	Name: _____ Address: _____ Signature: _____
Name: _____ Address: _____ Signature: _____	Name: _____ Address: _____ Signature: _____

If you wish to submit information directly to the ARC, please attend the monthly meeting.

Dearbought Community Association
Application for Architectural Change or Improvement
Improvement Description Page

This page contains a detailed description of the proposed change that is listed as change # _____ on the front of this application.

Details of Proposed Change:

For multiple changes print or duplicate additional copies of this page.

Applicable supporting documentation must be submitted with this description page.

This page must accompany the cover application page.

Applicant Signature(s): _____ Date: __/__/__

For Committee Use Only:

This Application has been _____ Date: __/__/__

With the following conditions _____

Signed: _____