

WHAT HAPPENS AFTER I SUBMIT MY EXTERIOR ALTERATION APPLICATION OR IN-BUSINESS APPLICATION?

1. Application Review

A thorough review of your application, for detail and completion, will be performed by the Covenant Advisor. Only **completed** applications will be placed on the AC meeting agenda. The 60-day review period will begin when the application is deemed complete.

Completed applications consist of the following:

- Surveyor's plat plan with requested alteration(s)
- Description of the alteration
- Scales drawing of proposed alteration/addition, including elevation views (where applicable)
- Description of materials to be used including colors, dimensions, and type of finish.
- Worksheets (where applicable) for basketball equipment, deck, fence, or play equipment including trampolines.

2. AC Site Visits

One or more AC members will visit each proposed exterior alteration and in-home business site. If the AC members have questions they may leave a door hanger or knock on the door.

3. AC Meeting

AC Review Meetings are generally held *virtually via Zoom* at 7:30 p.m. The link to the *Virtual* meeting can be found at <https://www.villageofriverhill.org/covenants/upcoming-ac-agenda/>

During their open review meeting, the AC will discuss each application and **make one of the following decisions**: approve, approve with conditions, disapprove, or table for additional information.

4. After the AC Meeting

Applicants are notified of the Architectural Committee's decision via E-mail or USPS approximately two weeks after the AC meeting.

If you disagree with the Architectural Committee decision, you have ten (10) days to file a written appeal request via E-mail to the Covenant Advisor at covenants@villageofriverhill.org or via USPS to Architectural Committee c/o River Hill Community Association, 6020 Daybreak Circle Clarksville, Maryland 21029: Attn: Covenant Advisor

Useful Numbers:

Miss Utility- 800-257-7777

Department of Inspections, Licenses and Permits (DILP)- 410-313-2455

VILLAGE OF RIVER HILL EXTERIOR ALTERATION APPLICATION

Village Use Only

Application No. _____

Date Rec. _____

Date of RHAC
Decision _____

When Completed Submit to:

Covenant Advisor
River Hill Community Association, Inc.
6020 Daybreak Circle
Clarksville, Maryland 21029
410-531-1749 or 410-531-1769
410-531-1259 (Fax)
covenants@villageofriverhill.org

Property Owner(s) Name _____

Address _____ City _____ Zip _____

Day Phone: _____ Evening Phone: _____ E-mail _____

Note: Providing an Email address grants permission to receive invitations and Architectural responses electronically.

All exterior alterations must be installed solely on the applicant's property. If it is determined that any portion of a structure is placed on CA property, the applicant disclaims for himself/herself and his/her successors any interest in CA's property, agrees to indemnify CA against any costs it incurs to protect its property rights, and agrees to remove the structure from CA's property.

By signing below, I understand that a site visit will be performed by one (1) or more Architectural Committee (AC) members as part of the due diligence of this Exterior Alteration Application.

Property Owner(s)Signature(s): _____

1.) APPLICATION REQUIREMENTS – Complete this checklist (as applicable) and attach these items:

- Surveyor's plot plan, showing proposed changes and current structures on the property.
- Scale drawing of proposed alteration/addition, including elevation of all views.
- Description of materials to be used, including size, colors, and types of finish.
- Worksheet for: basketball, deck, fence, and play equipment alterations.
- Landscape and/or lighting design, if applicable.
- Other Items as may be applicable.

2.) FOR COLOR CHANGES: Provide current colors of roof, shutters, door, trim siding,

3.) FOR TREE REMOVALS: Provide photos of the tree(s) to be removed. Indicate all trees on the plot plan and place an "x" through trees to be removed.

4.) Describe, in detail, the proposed alteration or addition. *Use additional paper if necessary.*

Acknowledgment Signatures from adjacent or affected neighbors for Basketball Equipment and Pools (only)

Signatures of affected or adjacent neighbors denote awareness and do not indicate approval or disapproval of the alteration. If signatures are not obtained provide an explanation.

