

**MEADOWS AT NORTH LAKE HOA, INC.  
ARCHITECTURAL AND ENVIRONMENTAL REVIEW COMMITTEE  
AERC APPLICATION  
RETURN TO: 15742 CRABBS BRANCH WAY, ROCKVILLE, MD 20855**

**PLEASE PRINT OR TYPE**

Homeowner Name(s):

Property Address:

Homeowner's Address (if different from Property):

Phone Number:

Email Address:

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A separate application must be submitted for **EACH** proposed project/ modification.

**Description of Project/ Modification and Attachments:**

- a. Brief written description of the project/ modification including location, nature, shape, height, material, color (including paint finish/ texture/ sheen), type of construction and any other proposed form of change. You may attach a materials list, if needed.
- b. Detailed plans or sketch of the requested project/ modification, which include front, top, and side views.
- c. Color photographs of the lot in its current condition where the project/ modification is proposed.
- d. Copy of the owners settlement survey (plat map) with the project/ modification sketched as proposed.
- e. Two signatures from the neighbors most affected by the project/ modification because they are adjacent to or overlook your lot.

\*\*\*Some applications may require additional information for processing by the AERC. Consult the specific AERC guidelines for additional attachments required with your application.

\*\*\*Your application will be returned incomplete if the information required above is not included with your application.

Brief written description of the project/ modification including location, nature, shape, height, material, color (including paint finish/ texture/ sheen), type of construction and any other proposed form of change. You may attach a materials list, if needed.

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Two signatures from the neighbors most affected by the project/ modification because they are adjacent to or overlook your lot.

Neighbor's Name & Address:

Signatures:


**HOMEOWNER’S ACKNOWLEDGEMENTS: I/WE UNDERSTAND...**

- that the Board of Directors and /or Architectural and Environmental Review Committee reviews and approves architectural projects/ modifications for harmony of external design, color and location in relation to surrounding structures and topography and conformity with the design concept for the community. I/ we, as the applicant, is SOLELY responsible for the design plans, structural integrity, and safety of his proposed project/ modification.
- that approval of this application does not indicate that local, state and federal zoning ordinances, codes and regulations have been complied with. The applicant retains the responsibility for complying with all applicable ordinances, codes and regulations and for obtaining any necessary building permits and inspections.
- that if alterations are made before approval is received, or if the application is disapproved, the lot owner may be required to return the property to its original condition at the expense of the lot owner.
- that the Association has no responsibility or liability for any safety hazard or code violations which may exist in connection with improvements on my property. I/ we hereby release, indemnify, and hold harmless the Meadows at North Lake Homeowners Association, Inc., its members, directors, officers, agents and employees, from and against any and all claims, damages, and causes of action, including costs and attorneys’ fees, arising from any personal injury or damage to property, occurring in connection with construction or improvements on my property.
- that all approvals are for conformity within the existing Declaration and Architectural Guidelines for the Meadows at North Lake Homeowners Association, Inc.
- that I have the sole responsibility for any damages, to include water damages, to community or adjoining property.
- that any damage to the greenspace or community property that is incurred in the delivery of materials for my proposed project/ modification will be repaired at the cost of the lot owner.
- that I have the responsibility, and must, call Miss Utility if any ground is broken in the construction of this project/ modification.
- that upon completion of the project/ modification, and no more than 180 days thereafter, I am required to notify the AERC so a final as-built inspection may be scheduled.

If my application is approved, I fully understand that the approval is only for what I have indicated in this application and is based upon the facts I have presented. Any construction or alteration approved in this application must be commenced within six (6) months following the date of approval, and shall be substantially completed within twelve (12) months following the date of approval, or within such other period as specified by the AERC. In the event construction is not commenced within the period aforesaid, then approval of the plans and specification shall be deemed to have lapsed and compliance with the provisions of this article shall again be required.

**MY SIGNATURE ACKNOWLEDGES THAT I/ WE HAVE READ ALL THE INFORMATION INCLUDED IN THIS FORM, THE DECLARATION AND AERC GUIDELINES.**

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR AERC USE:

Date application received:			
Application complete:	Yes	No	
Date of acknowledgement letter or request for additional materials: (within 2 weeks of application receipt)			
Additional materials due date:	Additional materials received:	Yes	No
Date application approved: (within 60 days of receipt)			

<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS	<input type="checkbox"/> DISAPPROVED
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AERC COMMENTS:

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AERC SIGNATURES:

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CERTIFICATE OF COMPLIANCE:

Date as-built inspection requested: (within 180 days of project/ modification completion)	
Date as-built inspection completed:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> APPROVED WITH CONDITIONS
<input type="checkbox"/> DISAPPROVED	

AERC SIGNATURES:

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AERC COMMENTS:

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