

## **WORMAN'S MILL COMMUNITY CONSERVANCY PROPERTY IMPROVEMENT REQUESTS (PIR)**

Preservation of the award winning architectural designs, coordinated color schemes and carefully planned layouts of our community require some degree of restraint on requests for changes. This restraint is in the best interests of all residents In the Conservancy. Your neighbor's requests for changes can have an adverse effect on your property value and conversely the same is true regarding changes you may wish to make. Recognizing the importance of changes, your Conservancy has established a committee of residents, the cluster Architectural Control Committee (ACC), to review applications to recommend approval or disapproval to the Design Review Board (DRB). This board, will make the final decision regarding your request.

**All property improvement requests must be submitted on this PIR form which is to be submitted to the appropriate cluster Architectural Control committee (ACC) for review and processing. Forms must be submitted by 6 PM the Friday before the meeting.** The form shall be forwarded by the ACC with its recommendation to the Design Review Board (DRB) for approval or disapproval. The DRB decision will be reported to the applicant and to the cluster ACC. This form will be recorded and placed in the unit file of the Worman's Mill Community Conservancy.

To: \_\_\_\_\_ **Architectural Control Committee.**  
(Boulevard, Courtyard, Main Street, Mill Station, Monocacy Estates, Palatine, Village Green, Wellington Villas)

**Note: Cluster ACCs meet the first and third Mondays of each month.  
The DRB meets the first Thursday following the ACC meeting.**

From: (Name) \_\_\_\_\_  
(Address) \_\_\_\_\_  
(Phone Number) ( \_\_\_\_\_ ) \_\_\_\_\_  
(Email Address) \_\_\_\_\_

The Declaration of Covenants requires that you submit all proposed exterior additions, changes or alterations to your house and lot for approval.

***The Design Review Board review period will not commence until all required submissions have been provided.***

*Directions:* Describe all proposed improvements, alterations, or architectural or landscaping changes to your lot or home. Please provide supporting details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location surveyor plat with the location of the modification marked to fully describe the proposed change.

However, approval or disapproval will be based entirely on your **summary description**, not the various separate unconnected attachments.

You are responsible for obtaining building permits as required by the City of Frederick. Where windows or doors are requested, attach a sketch of the elevation to show location. Where landscaping or patios are requested, please indicate the location of your downspouts, the direction of water drainage on your property, and whether your neighbors' water drains across your property.

**You will be responsible for resolution of any drainage problems encountered by your neighbor as a result of your changes.** Refer to the attached checklists for other details.

ESTIMATED STARTING DATE OF CONSTRUCTION \_\_\_\_\_  
*(Actual construction must not begin until approval is given by the DRB)*

ESTIMATED COMPLETION DATE \_\_\_\_\_

*Description of Proposed Change:*

*(Please print or type)*

---

---

---

---

---

---

---

---

---

---

## **PROPERTY IMPROVEMENT REQUEST (PIR)**

### **Checklist**

First, review your cluster's Architectural Control GUIDELINES.

*(Some changes are authorized by the Guidelines and so approval is not needed.)*

### LANDSCAPING

- Provide a copy of the plat plan showing location of landscaping modifications on site
- Landscaping plan drawing with plants and other materials indicated
- Indicate location of downspouts and the direction of your water drainage
- Indicate whether either of your neighbor's drainage flows across your yard.

### ADDITIONS/ PATIOS/ DECKS/ WALKWAYS

- Copy of plat plan showing location of changes on site.
- Scaled drawing showing dimensions, including height of decks and railings.
- Specify materials to be used.
- Indicate location of downspouts, direction of drainage on your lot and neighbors.'
- Indicate location and materials that are underground and might affect drainage (e.g. cement, stone dust, plastic frames that hold materials in place).

### FENCES

- Copy of plat and/or survey plan showing location of fence on site.
- Sketch, photograph, or brochure showing design (including gate, if any)
- Specify materials to be used.
- Height
- Color/finish

### STORM DOORS

(Check guidelines first)

- Photograph, or brochure giving description and design
- Specify materials to be used.
- Color/finish

### WINDOWS AND DOORS

- Copy of survey showing location of new windows or doors.
- Elevation view of window or door on house with location, width, and height dimensions
- Photograph, or brochure giving description and design
- Specify materials to be used.
- Color/finish

**Owner's Acknowledgments**  
(Augments Conservancy Documents)

(Please read and initial each Paragraph below)

**I/WE UNDERSTAND AND AGREE**

1. \_\_\_\_\_ That approval by the Board shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ That approval by the Board shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. \_\_\_\_\_ That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Board to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. \_\_\_\_\_ That no work shall begin until written approval of the Board has been received by me. If work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ That there shall be no significant or major deviations from the plans, specifications, and location approved by the Board without prior written consent of the Board; any such variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ That construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 9 months of the approved date. Otherwise the approval by the Board shall be deemed conclusively to have lapsed and to have been withdrawn.
7. \_\_\_\_\_ That it is my responsibility and obligation to obtain all required building permits, to contact Miss Utility, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
8. \_\_\_\_\_ That I am responsible for any damage and all costs to repair green space, community property, or my neighbor's property that results from the proposed modification.
9. \_\_\_\_\_ That I will be required to accept an appointment with the Property Manager for a follow-on inspection to ensure the improvement is as approved.

Owner/Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Co-Owner/ Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# PROPERTY IMPROVEMENT REQUEST (PIR)

PROCESSING by ACC and DRB – Record file by WMCC

APPLICANT: \_\_\_\_\_

To: \_\_\_\_\_ Architectural Control Committee (ACC)  
*(Courtyard, Park Place, Main Street, Village Green, Mill Station, Palatine, Boulevard, Wellington Villas)*

\_\_\_\_\_ Date ACC received COMPLETE application.

\_\_\_\_\_ Date ACC reviewed COMPLETE application.

RECOMMENDATION to DRB, discussion, stipulations, etc

---

---

---

---

---

---

Signatures of ACC Committee \_\_\_\_\_

\_\_\_\_\_ Date ACC forwarded to DRB

\_\_\_\_\_ Date of DRB review

## DRB action

approved

disapproved

stipulations

DRB processing \_\_\_\_\_ date

Dates DRB “approval” – copy to Applicant \_\_\_\_\_ notice to ACC \_\_\_\_\_ copy to WMCC \_\_\_\_\_

Date DRB “disapproval” – copy to Applicant \_\_\_\_\_ notice to ACC \_\_\_\_\_ copy to WMCC \_\_\_\_\_

---

---

Signatures of DRB\_\_\_\_\_