

VILLAGES AT Tower Oaks

The Villages at Tower Oaks Homeowners Association, Inc.
Design Review Committee
Design Update / Change Application

A homeowner planning to update or change the exterior appearance of their home or landscape may be required to complete and submit this application to the Design Review Committee (DRC). Please consult the Design Review Guidelines and Rules (<https://toweroaksvillage.com/docs/DRC.pdf>) for details for when an application is necessary.

If in doubt, the homeowner must submit an application. The design change requested must comply with all DRC Guidelines and Rules, and City of Rockville permit and inspection requirements (<https://www.rockvillemd.gov/2180/Permits-Inspections-Division>).

Name: _____

Address: _____

Contact: Home phone: _____ Work phone: _____
Cell phone: _____ E-mail: _____

Project: _____

Start Date: _____ Completion Date: _____

Description: Describe all proposed improvements, alterations, or additions to your home or lot. Attach details (e.g., Specifications, sketches, drawings, clippings, pictures, colors, and other data). Also show the location of the project on your property via a basic drawing or on copy of lot plat. Attach additional sheets, as necessary.

Homeowner's Acknowledgements:

- Nothing in the design request represents alterations that would violate any of the provisions of the building and zoning codes of the city, county or state.
- Homeowner will obtain all required jurisdictional repair, modification or construction permits.
- Commencement
 - of any part of the requested alteration prior to receipt of the DRC's written approval is prohibited.
 - of the alteration must begin no later than one-year (365 days) from the date of the DRC's written approval and must complete no later than sixty (60) days from initiation.
 - the DRC may fine the homeowner for non-compliance; may require the homeowner to return the property to its former condition at the homeowner's expense; and may seek legal remedy, expenses for which homeowner may be liable.
- DRC members, their designees and/or the property management company are permitted to conduct routine inspections.
- Any variation from the original application must be resubmitted for approval.

Homeowner's signature: _____ Date: _____

Co-Homeowners signature: _____ Date: _____

Reminder: Attachments (e.g., photos, drawings, illustrations, pictures, surveys, etc.) must be attached or enclosed with this application to expedite the review process.

Email the completed application and attachments in PDF format to VillagesAtTowerOaks@gmail.com or mail hard copies to:

The Villages at Tower Oaks Design Review Committee
c/o Comsource
3414 Morningwood Drive Olney, MD 20832
Send by FAX to 301.924.7340

If you have questions, email the DRC at VillagesAtTowerOaks@gmail.com or call The Villages at Tower Oaks Property Manager at (301) 924-7355.

Please consider the impact of your project upon neighbors and inform them of your plans, noise, or disruption to expect as your project is underway.

The DRC may require applicant(s) to obtain written approval of neighbor(s) for the proposed project.