

WHITTIER COMMUNITY ORGANIZATION

APPLICATION FOR ARCHITECTURAL CHANGE V22.2

APPROVAL OF ANY PROJECT BY THE ACC DOES NOT WAIVE THE NECESSITY OF OBTAINING REQUIRED LOCAL PERMITS.

PLEASE TYPE OR PRINT CLEARLY

Applicant Name(s): _____

Phone: _____

eMail: _____

Property Type (circle one): Single Family Home Condominium Townhome

Property Address: _____

IN ORDER TO PROCESS THE APPLICATION PLEASE MAIL TWO COMPLETE SETS OF THE APPLICATION AND ASSOCIATED ATTACHMENTS. A SEPARATE FORM MUST BE USED FOR EACH PROPOSED CHANGE.

ACKNOWLEDGEMENTS:

1. Nothing herein shall be construed to represent that alteration(s) to land or buildings in accordance with these plans would not violate any of the provisions or building and zoning codes of the county to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. No work on this request shall commence until written approval of the Architectural Control Committee (ACC) has been received by the homeowner.
3. Construction or exterior alteration undertaken by a homeowner or on a homeowner's behalf before approval of this application is not allowed.
4. If unrequested/unapproved alterations are made, the homeowner will return the property to its former condition at his/her own expense; and, that the homeowner may be required to pay all legal expenses incurred AND that any future approval is contingent upon construction or alterations being completed in a proper manner.
5. A copy of this application will be returned to the homeowner after review by the management company.
6. There are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
7. The alteration authority granted by this application is valid for a period of one (1) calendar year. If the homeowner cannot complete the project within that time frame, the homeowner will resubmit his/her project authorization request.
8. That any variation from the original application must be resubmitted for approval.
9. All proposed improvements must meet all applicable city and county codes and the current community architectural guidelines
10. It is the homeowner's responsibility to acquire all applicable permits and license(s). The homeowner's signature indicates that these standards are met.
11. Downloadable Geographic information system (GIS) and other information about your property from <https://gis-fcgmd.opendata.arcgis.com/>

WHITTIER ARCHITECTURAL GUIDELINES ARE AVAILABLE AT [HTTP://WHITTIERONLINE.ORG](http://whittieronline.org)
ANY WORK COMPLETED THAT CONSTITUTES AN ARCHITECTURAL CHANGE TO THE PROPERTY (AS OUTLINED IN THE ACC GUIDELINES) WITHOUT PRIOR APPROVAL BY THE ACC IS DONE AT THE RISK OF THE HOMEOWNER.

WHITTIER COMMUNITY ORGANIZATION

Per the ACC guidelines, in addition to the **required annotated plot / plat plan or annotated satellite photograph**, I am including the following (check all that apply):

- Sketch
- Photo(s)
- Catalog Illustration
- Sample Material
- Materials list
- Manufacturer Supplied Color Sample
- Other: _____

YOUR SIGNATURE AFFIRMS THAT YOU REVIEWED AND UNDERSTAND ALL THE REQUIREMENTS FOR THE PROPOSED PROJECT PER THE CURRENT ACC GUIDELINES POSTED ON THE COMMUNITY WEBSITE AT [HTTP://WHITTIERONLINE.ORG](http://whittieronline.org). YOU UNDERSTAND THAT AN INCOMPLETE PACKET WILL BE RETURNED FOR COMPLETION AND RESUBMISSION AND COULD CAUSE THE PROJECT TO BE DELAYED.

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____

FOR COMMITTEE USE ONLY:

DATE REVIEWED: _____

APPROVED / DISAPPROVED (Signature): _____

COMMENTS (Restrictions, additional requirements, reasons for disapproval):

EMAIL TO [INFO@VANGUARDMGT.COM](mailto:info@vanguardmgt.com) OR MAIL TO:
WHITTIER COMMUNITY ASSOCIATION
C/O VANGUARD MANAGEMENT ASSOCIATES, INC.
P. O. BOX 39
GERMANTOWN, MARYLAND 20875-0039

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WHITTIER COMMUNITY ORGANIZATION

STORM DOOR AUTHORIZATION REQUEST V22.2

IN ORDER TO PROCESS YOUR REQUEST, PLEASE MAIL TWO (2) COPIES OF YOUR REQUEST TO VANGUARD MANAGEMENT OR EMAIL IT TO INFO@VANGUARDMGT.COM. THE REQUEST MUST CONFORM TO THE ACC GUIDELINE REQUIREMENT(S) FOR THE PROPERTY TYPE. A MANUFACTURER'S BROCHURE OF THE STORM DETAILING THE DOOR DESIGN, FINISH, AND COLOR MUST ACCOMPANY THIS APPLICATION. REPLACEMENT OF AN EXISTING STORM DOOR WITH AN IDENTICAL MAKE/MODEL/COLOR DOOR DOES NOT REQUIRE ACC REVIEW.

PLEASE TYPE OR PRINT CLEARLY

Applicant Name(s): _____

Phone: _____

eMail: _____

Property Type (circle one): Single Family Home Condominium Townhome

Property Address: _____

Storm Door Manufacturer _____ Storm Door Style and/or Model _____

Current Exterior Trim Color _____ Storm Door Color to be installed _____

YOU MUST ENCLOSE A MANUFACTURER'S SUPPLIED BROCHURE SHOWING THE COLOR AND STYLE OF THE REQUESTED DOOR. YOUR SIGNATURE(S) AFFIRMS THAT YOU REVIEWED THE CURRENT ACC GUIDELINES POSTED ON THE COMMUNITY WEBSITE AT [HTTP://WHITTIERONLINE.ORG](http://whittieronline.org) AND HAVE COMPLIED WITH ALL REQUIREMENTS FOR INSTALLATION OF A STORM DOOR. YOU UNDERSTAND THAT AN INCOMPLETE PACKET WILL BE RETURNED FOR COMPLETION AND RESUBMISSION AND COULD CAUSE THE PROJECT TO BE DELAYED.

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____

FOR COMMITTEE USE ONLY:

DATE REVIEWED: _____

APPROVED / DISAPPROVED (Signature): _____

COMMENTS (Restrictions, additional requirements, reasons for disapproval):

EMAIL TO INFO@VANGUARDMGT.COM OR MAIL TO:
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C/O VANGUARD MANAGEMENT ASSOCIATES, INC.
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