



PROPERTY OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE PROPERTY IMPROVEMENT APPLICATION

Office Use Only
Ref. #:
Date Submitted

Date Reviewed

Lot #: _____ Property Address: _____

SECTION I – GENERAL INFORMATION

(MUST BE COMPLETED BY ALL APPLICANTS)

No Structure or landscaping outside of the designated building envelope shall be commenced, erected or maintained on any Lot, nor shall the exterior appearance of any Structure on any Lot be changed or altered, nor shall the natural state of any area of any Lot be disturbed or altered after completion of construction of the improvements thereon, nor shall any work be commenced on performed which may result in a change of the exterior appearance of any such Structure, until complete plans and specifications have been submitted to, and approved in writing by, the Architectural Committee ("AC").

(CHECK ALL THAT APPLY)

- New Construction
- Remodel / Addition – Major Additions
- Landscaping
- Misc. Property Improvement(s) – (which include, but are not limited to the following)

Changes to materials used on the Exterior	Firewood storage	Permanent grills
Color / Exterior Painting	Flag Poles/Flags	Pools and Outdoor Jacuzzis
Compost facilities	Garages and Garage Doors	Porches, Decks, Patios, Balconies
Dock Modifications	Gardens	Recreation and Play Equipment
Dog Houses/runs	Generators	Shading devices
Driveways and Walkways	Gutters & downspouts	Shutters
Exterior decorative objects	Mail boxes	Solar Collectors
Fences	Outbuildings	Swim platforms
Fire pits	Outdoor lighting	Tree Removal
- Other
- Supplemental Submission

- Property Improvement(s) on/or to the Buydown / Conservation Easement
- Property Improvement(s) on/or to the State Owned Buffer Strip (requires DNR Special Permit)

Owner Information:

Name: _____

Mailing Address: _____

Home Ph. #: _____ Work Ph #: _____ Cell Ph. #: _____

Email Address: _____



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Project Information: (General Description of Project)

Project Scope

Estimated Start Date: _____

Estimated Completion Date: _____

Contractor Information:

Company Name: _____

Contact Name: _____ On-Site Contact: _____

Mailing Address: _____

Office Ph #: _____ Cell Ph #: _____

Email Address: _____

Web site: _____

Landscape Contractor Information:

Company Name: _____

Contact Name: _____ On-Site Contact: _____

Mailing Address: _____

Office Ph #: _____ Cell Ph #: _____

Email Address: _____

Web site: _____

Architect Information:

Company Name: _____

Contact Name: _____ On-Site Contact: _____

Mailing Address: _____

Office Ph #: _____ Cell Ph #: _____

Email Address: _____

Web site: _____



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SECTION II – SITE INFORMATION –

(SUPPLY THE FOLLOWING INFORMATION AS APPLICABLE TO YOUR PROPOSED PROJECT)

(All drawings must be to scale)

- Plot Layout (Location of residence, setbacks, and related improvements)
- Parking and Driveway Location Plan
- Utility Location
- Stormwater Management Plan

SECTION III – DOCUMENTS

(SIGN AND RETURN THE FOLLOWING DOCUMENT(S) WITH YOUR APPLICATION)

- AC General Conditions of Approval
- AC General Conditions of Approval – State Owned Buffer Strip (Return **ONLY** if proposed property improvements are located on the State Owned Buffer Strip)

SECTION IV – FEES

(TO BE SUBMITTED WITH YOUR APPLICATION)

- Fees:** (All Fees are payable to The Reserve at Holy Cross POA)
- AC Review Fee (new construction) \$575.00
- AC Review Fee (not for new construction) \$260.00
- Supplemental Submission Fee \$65.00 per Submission
- Special Permit Fee Fee to be paid upon receipt of DNR Special Permit



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SECTION V – BUILDING PLANS

**(SUPPLY THE FOLLOWING INFORMATION FOR NEW HOME CONSTRUCTION OR REMODEL /
ADDITION(s))**

Required Building Drawings:

- Two (2) Copies of full Construction Drawings Set (Large format must be to scale and include Structural Plans)
- Reduced Construction Drawings Set (8.5"x11" format)
- Construction Time Estimate: _____

Building Area:

First Floor: _____ Second Floor: _____ Third Floor: _____ Total: _____

Exterior Elevations (Shown on Drawings with grade indicated)

Front Rear Right Side Left Side

Main Roof Pitches: _____ Dormer & Porch Roof Pitches: _____

Exterior Materials

	Type	Manufacturer	Color	Pattern / Shape / Details
Siding / Finish	<i>(Color Samples are to be submitted with plans)</i>			
A				
B				
C				
Trim				
A				
B				
Fascia				
A				
B				
Soffit				
A				
B				
Brick/Stone				
A				
B				
C				
Brick/Stone Accents				
A				
B				
C				
Roofing				
A				
B				
Decking/Patios				
A				
B				
Railings				
A				
B				
Windows				
A				
B				
Doors & Garage Doors				
A				
B				
Gutters & Downspouts				
A				



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SECTION VI – LANDSCAPE PLAN

(SUPPLY THE FOLLOWING INFORMATION AS APPROPRIATE FOR YOUR PROPOSED PROPERTY IMPROVEMENT)

Required Landscape Drawings:

- Two (2) Copies of full Construction Drawings Set (Large format must be to scale)
- Reduced Construction Drawings Set (8.5"x11" format)
- Landscape Construction Time Estimate:

Landscape Drawings must include:

- Sidewalks & Walkways:*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Patios:*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Walls:*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Driveway and Parking Area*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Pool:*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Pool Pavilion:*
Material Type: _____ Roof Type: _____
Color: _____ Pattern: _____
- Fencing (pool area only):*
Material Type: _____ Manufacturer: _____
Color: _____ Pattern: _____
- Screening:*
Size: _____ Location: _____
Method: _____ Purpose: _____
- Elevation Changes:*
- Watering System:*
- Vegetation:*
- Ground Cover:*
- Exterior Lighting:*
Type(s): _____



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SECTION VII – SPECIAL PERMIT APPLICATION (Required Information)

(SUPPLY THE FOLLOWING INFORMATION NECESSARY FOR ANY DNR SPECIAL PERMIT APPLICATIONS)

Mr. Durham advises that we will need the following information from you (or your landscape contractor) in order to prepare the Special Permit application on behalf of the POA. Mr. Durham can be contacted at (301)616-5704 or pdurham@cebridge.net to answer any questions you may have.

- A detailed construction and landscape plan for the work proposed on the DNR buffer strip. If a path leading to the dock is proposed it needs to be a maximum 4' in width (DNR's maximum permitted width). If applicable please provide specifications for size, style, and color of any pavers or other surfaces and the proposed construction technique. Usually these can be obtained from the manufacturer's product information.
- DNR also requires details on the proposed timetables for construction.
- Please include the location of the boundary of the DNR buffer strip and the location of the boundaries of your Lot on the plan.
- A blow up of any landscaping plan will need to be provided. DNR requires that only native species be used for plantings on the buffer strip.
- Electrical specifications for any lighting and electrical circuit(s) will be required, including a design detail(s). Please also identify whether conduit will be used for the service line, and whether any other lights will run along one side of the footpath or alternate from side to side.
- Please also specify the height of the light fixtures. Note that DNR will require any light posts to be wooden and located a minimum distance of 20' from the high water mark (2462' lake elevation – the high water mark) with a maximum height of 12', and maximum post dimensions of 4" X 4" (DNR's Guidelines for Special Permits). Another design can be submitted, but DNR may modify or condition it should they determine it is outside of their usual standards for approved lighting.
- Please flag the location of the footpath and lakeside patio or mark them on the ground for our and DNR's site review.
- For patios, gazebos, and similar improvements, DNR's maximum footprint is 120 square feet. DNR may require that these improvements be located a minimum of 20" from the 2462' lake elevation.
- In order to guide you further on what DNR allows on the buffer strip, additional information on their requirements can be found online at...

<http://www.dnr.state.md.us/publiclands/dcregs.html>



PROPERTY OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE PROPERTY IMPROVEMENT APPLICATION

SECTION VIII – ARCHITECTURAL COMMITTEE GENERAL CONDITIONS AND TERMS OF APPROVAL (SIGN AND RETURN WITH ALL APPLICATIONS)

The Owner acknowledges that a condition precedent to the approval of the Architectural Committee is that the following conditions and terms are satisfied and agreed to by the Owner:

1. Compliance with all provisions of the Declaration Of Covenants, Conditions and Restrictions as Amended, including, but not limited to, the Noises and Nuisances provisions of Section 8.6.
2. Compliance with all applicable local, state and federal laws, including, but not limited to any permits held directly and/or indirectly by the Association.
3. Establishment of a plan to prevent adverse offsite hydrologic impacts created by Owners / Owners contractor's construction activities.
 - a. No tracking of mud and/or foreign materials onto the paved roadways of the Association will be allowed.
 - b. All excavation and final landscaping must be completed in the construction time periods for construction.
 - c. For new home construction, it is required that a gravel entrance road be installed to the building site location prior to any site work or construction. The transition from the main road to the driveway must be installed in such a way to prevent damage to the paved edge of the main road. Proper installation and maintenance of the driveway and transition area will be monitored by the Architectural Committee.
 - d. For new home construction, a trenched silt fence should be erected along the property lines of adjoining property owners and Conservation Easement prior to commencing construction.
4. Construction materials must be stored so that impairment of views from neighboring properties is minimized
5. For new home construction a dumpster is required on site for the collection of construction debris
6. Excess material should be immediately removed after completion of construction. No debris may be allowed to accumulate during construction activities
7. Portable bathroom facilities should be located so that views from neighboring properties are minimized.
8. This approval can be suspended or revoked for Owner's non-compliance with the application and/or these conditions.
9. The approval of the Architectural Committee is based solely upon a review of this Application in order to assess compliance with the Declaration of Covenants, Conditions and Restrictions (as Amended) of The Reserve At Holy Cross. Such approval is not intended to address whether the Owner and its subcontractors have complied or will comply with any applicable federal, state or local laws, rules, regulations, codes, ordinances, engineering standards or requirements, or any other matter. .

The General Conditions and Terms of Approval listed above are hereby accepted and agreed to by the Owner.

Owner's Signature

Date



PROPERTY OWNERS ASSOCIATION ARCHITECTURAL COMMITTEE PROPERTY IMPROVEMENT APPLICATION

SECTION IX – ARCHITECTURAL COMMITTEE GENERAL CONDITIONS AND TERMS OF APPROVAL – STATE OWNED BUFFER STRIP

(SIGN AND RETURN WITH ALL APPLICATIONS REQUESTING MODIFICATIONS TO THE STATE
OWNED BUFFER STRIP)

Upon receipt of the Special Permit, the POA's Property Manager will notify the Owner and subcontractor that such permit has been issued. The POA will hold the special permit until the POA's requirement to notify the Deep Creek Lake NRMA office in writing at least 48 hours before the approved work is to occur has been satisfied. After the notice period has been satisfied, the permit will be released to the Owner/subcontractor so the work can commence.

The Owner acknowledges and agrees that a condition precedent to the approval of the Architectural Committee and the POA obtaining a Special Permit for improvements to the State Owned Buffer Strip is that the Owner satisfy and agree to each of the following terms and conditions. Accordingly, the Owner agrees as follows;

1. Owner agrees that Owner and their contractors shall comply with ALL the terms and conditions of the Property Owners Association (the "POA") Special Permit and ALL the "General Permit Conditions" attached thereto for the Approved work on the State Owned Buffer Strip adjoining Owner's Lot(s).
2. Owner agrees to be responsible for ensuring that the improvements Owner and/or Owner's contractor install and maintain are in compliance with the POA Special Permit and the lake regulations.
3. Owner agrees to be responsible for all the costs required for the installation of the approved State Owned Buffer Strip modifications.
4. Owner agrees to notify the POA's Property Manager in writing within 48 hours of completion of the approved work. The written notice must be submitted to the Reserve POA Architectural Committee at P.O. Box 553, McHenry, MD 21541 or faxed to 301-334-0978.
5. Owner agrees to notify the POA a minimum of 10 days prior to the expiration of the Special Permit if the approved work will not be completed by the expiration date. The POA will apply for an extension if necessary.
6. Upon Completion of the approved work under the Special Permit issued to the POA and the POA obtaining a certification from DNR confirming that the work has been done and is consistent with the Special Permit and the lake regulations, no additional work and/or maintenance activities can be undertaken on the State Owned Buffer Strip without the prior approval of the POA.
7. On August 22, 2008, Lake Manager Carolyn Matthews wrote to The Reserve c/o Rich Orr and referenced a "no mow" area 6 feet back from the high water erosion mark. This requirement applies to the entire perimeter of the Holy Cross State Owner Buffer Strip. The Owner is required by the DNR to maintain and/or establish 6 feet no-mow zone along the shoreline.
8. Owner agrees to comply with all applicable regulations and permits and to indemnify and hold harmless the POA for any and all costs incurred by the POA in obtaining a certification from DNR confirming that the work has been done, and is consistent with the Special Permit and the lake regulations. Such costs include, but are not limited to, reasonable attorney fees incurred by the POA.



PROPERTY OWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE
PROPERTY IMPROVEMENT APPLICATION

The General Conditions of Approval listed above are hereby accepted and agreed to by the Owner and its Subcontractors.

Owner's Signature

Date

Subcontractors Signature

Date

