

# ARCHITECTURAL APPLICATION FORM DIRECTIONS

Cove Creek Club  
Architectural Control Committee  
144 North Creek Court  
Stevensville, MD 21666

## Submission Requirements For All Applications

- **Submissions/Applications shall be one (1) single Adobe PDF document in an 8-1/2" x 11" format and shall include all items required for the ACC to review and approve your application. Please remember your application is being reviewed over the Internet and therefore your digit submission must be all inclusive!**
- Applications are to be e-mailed to the Cove Creek Club office. Applications can be scanned into the Adobe PDF format at stores such as Kinkos or in the Cove Creek office.
- **All applications shall clearly indicate the colors, materials, plantings, etc. to be used in the proposed improvement. Indicate each item by providing a workable link to the URLs (internet address) of a manufacturer's web site of each specific color, material, or photo of the planting from a landscaping site. Photos should be used to convey existing conditions.**

**PLEASE NOTE:** You must submit a fully working document since the Committee members will be reviewing your application over the Internet. When a member is reviewing your application and clicks on a URL link it must connect to the referenced Internet site. We suggest you start with a Microsoft Word document. Include a specific description of what you are proposing and paste the URL links into the document and then convert to a single Adobe PDF document for submission.

- Please note the submission requirements under each category and in the landscaping section.
- **Incomplete or inconsistent applications with these requirements, pursuant to CCC policy, shall not be reviewed. CCC shall not be responsible for applicant delays due to incomplete or improper applications.**

## Review, Approval and Expiration of Applications

Review and approval of applications shall be expedited through the digital format submission. For more complex applications the ACC will meet as needed.

Approval of a submitted request expires if the work is not started within six months of the approval date.

### Review of Applications

Review and approval of applications shall be expedited through the digital format submission. For more complex applications the ACC will meet as needed.

### Submission Categories

The application and review process is segregated into three categories:

- Category One Improvements:
  - Maintenance of existing houses;
  - New landscaping less than an area of 500 square feet; and
  - Decks, porches, patios, driveways, docks, less than an area of 100 square feet.

#### Procedure

- There is not a cost associated with the review of the proposed work.
- All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.
- Category Two Improvements:
  - Finished construction work greater than 100 square, but less than 750 square feet, to existing properties, including but not limited to, additions to houses/structures or free standing structures;
  - Decks, porches, patios, driveways, docks greater than 100 square feet; and
  - New landscaping greater than an area of 500 square feet.

#### Procedure

- There is not a cost associated with the review of the proposed work.

- Applicants shall discuss their proposed improvements with their neighbors and indicate on the application form their neighbors acceptance or dislike/rejection of the proposed improvement as submitted.
  - All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.
  - No clearing, storing of materials or other construction work, except the staking out of work, shall commence on any property until approval has been granted by the ACC.
- Category Three Improvements: For finished construction work greater than 750 square feet to existing properties and the construction of new houses and/or buildings.

#### Procedure

- There is a plan inspection fee in an amount of one hundred dollars (\$100).
- Applicants shall discuss their proposed improvements with their neighbors and indicate on the application form their neighbors acceptance or dislike/rejection of the proposed improvement as submitted.
- All applications shall be submitted using the Architectural Application Form found in the Appendix of this guideline.
- No clearing, storing of materials or other construction work, except the staking out of work, shall commence on any property until approval has been granted by the ACC.

Essentially, the Category Two and Three Improvement submittal and review process is as follows:

1) Prior to preparing for submittal to the ACC, the property owner and his architect should become acquainted with the design guidelines herein and the restrictive covenants.

2) The owner and/or his architect shall submit to the ACC plans and specifications for the proposed improvement, accompanied by a plan inspection fee as stipulated in the aforementioned paragraph. The submittal shall include copies of the following:

Paper Plans – 2 copies each of a complete set

- Full set of plans at a minimum scale of  $1/8'' = 1'-0''$ . Including four elevations, two sections, color and material submissions, as applicable.
- Site Plan at a minimum scale of  $1'' = 40'$ , showing boundary, description of the lot, contour lines, location of all existing or proposed improvements, the proposed site drainage plan, the proposed sanitary disposal facilities, the proposed water well location, the location of existing trees and these trees the owner proposes to remove.
- Landscaping plan at a minimum scale of  $1'' = 20'$ .

Electronic Plans – 1 copy