



COMMUNITY ASSOCIATION

29 Goodport Lane • Gaithersburg, MD 20878 • 301-977-3376 • Fax 301-977-1686

Architectural Review Committee

REQUEST FOR APPROVAL

Date _____

Owner Name _____

Bennington Address _____

Mailing Address _____

Phone (____) _____

Work to be done (please prepare sketch if applicable):

FOR OFFICE USE ONLY

Date Received: _____

COMMITTEE ACTION:

APPROVED DATE: _____

Approved:

1) _____

2) _____

DISAPPROVAL DATE: _____

Disapproved:

1) _____

2) _____

Other Recommendations:

THIS APPROVAL IS GOOD FOR ONE YEAR FROM THE APPROVAL DATE. IF WORK IS SCHEDULED AFTER THAT DATE, A NEW FORM MUST BE SUBMITTED.

GENERAL INFORMATION:

The ARC meets regularly and welcomes your active participation in our meetings. If you have specific questions, please call the community administrator.

1. When making repairs or structural changes, please prepare a sketch or written description of the proposed improvement of change. Please make certain that the sketch includes the location of the work on your lot and indicate the types of materials, dimensions, etc., to be used and that the description is in sufficient detail to enable ARC to make a decision. Use extra paper if necessary.
2. **All painting requests must be accompanied by a color sample even if you will be using the same color.** A sketch/drawing should accompany and clearly outline with areas to be painted with which color. Colors should be chosen from among the general category and "subdued earthtones" or Williamsburg. **Applications without appropriate color information will be returned.**
3. The ARC generally provides a response as soon as possible. However, because we are all volunteers, we ask that you allow at least a month from submitting your request until you schedule your work to begin.

WHITE COPY - OFFICE

YELLOW COPY - APPROVAL/DISAPPROVAL

PINK COPY - KEEP FOR YOUR FILE