

Date Received: _____
for ACC use ONLY



NEW MARK COMMONS HOMES ASSOCIATION, INC.
C/O ABARIS REALTY INC.
7811 MONTROSE RD STE 110 POTOMAC MD 20854-3349
301-468-8919 acc@newmarkcommons.net

ARCHITECTURAL CONTROL COMMITTEE (ACC)
APPLICATION FOR EXTERIOR MODIFICATIONS

THIS APPLICATION MUST BE SUBMITTED FOR ANY EXTERIOR ARCHITECTURAL MODIFICATION, INCLUDING CHANGES IN COLOR, MATERIAL, OR ROOFS.

Application Date _____

Applicant: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Applicant Signature _____

INSTRUCTIONS: Please complete the entire application and submit it to the NMC Homes Association. Email it to ACC@newmarkcommons.net. If you do not have email, you can mail to the above address. Please submit your application by the 20th of the month so that the ACC will have time to visit your property before the end of the month. A Rockville city building permit may be required for some alterations. You should contact the City for any information regarding permits at 240-314-8240.

DESCRIPTION OF PROJECT: Describe the proposed project in detail below. Use additional sheets if necessary. Also include the following: clear drawings (8 1/2" x 11" min.) or professional plans, elevations and plats; photos (3" x 5" min.), printed brochures or physical samples (2" x 2" min.) or links to manufacturers' website pages showing complete details of the actual material(s) to be used.

CONTRACTOR (Name: _____

ADDRESS: _____

Or OWNER WILL DO OWN WORK YES NO

NOTIFICATION TO NEIGHBORS WHO WILL SEE OR BE AFFECTED BY YOUR PLANNED MODIFICATIONS:
Your neighbors need to know about your plans but do not need to approve them. To inform your neighbors, send them a copy of the application when you send it by email to the ACC. Show them as recipients on the email to the ACC. The ACC needs to see that your neighbors got this information. From the New Mark Directory, get the email addresses of your potentially affected neighbors.

If you do not use email, you can visit your neighbors and get their signatures on this form. Please get at least three signatures.

BEFORE SIGNING THIS APPLICATION, PLEASE READ THE FOLLOWING:

Your signature on this application does not indicate approval of the planned project, but only that you have knowledge of it. If you have any questions regarding this application or disapprove of any of its components, please immediately contact the Architectural Control Committee (preferably in writing) to explain your concerns. You are also encouraged to discuss your concerns directly with the applicant.

NAME

ADDRESS

1. _____

SIGNATURE _____

2. _____

SIGNATURE _____

3. _____

SIGNATURE _____

4. _____

SIGNATURE _____

5. _____

SIGNATURE _____

COMMITTEE ACTION: Approved _____ Denied _____ Date _____

By: _____

BOARD ACTION (when necessary) Date _____

Approval is only valid for one year from the date of approval.

Revised 3-1-18