

**REDWOOD OF WILDEWOOD**  
[www.RedwoodOfWildewood.com](http://www.RedwoodOfWildewood.com)  
**ARCHITECTURAL CHANGE APPLICATION**

**STEP 1 - REVIEW THE ARCHITECTURAL PROCEDURES AND REGULATIONS**

To ensure your project is in compliance, please review the Architectural Review Procedures and Regulations and the Declaration of Covenants, Conditions and Restrictions which can be found on the Redwood of Wildewood Homeowners Association website at [http://www.redwoodofwildewood.com/Association\\_Documents.html](http://www.redwoodofwildewood.com/Association_Documents.html).

**If you have any doubt if your project needs approval please contact the ACC Chairperson to review and confirm.**

**STEP 2 – PROVIDE YOUR CONTACT INFORMATION & IDENTIFY YOUR PROPERTY**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Address (if different from mailing address): \_\_\_\_\_

**STEP 3 - PROVIDE DETAILS OF YOUR PROPOSED PROJECT**

Provide a detailed description of the work to be performed or structure to be built and a timeframe for completion.

**For a deck, patio, play set, pool, hot tub, outbuilding (shed), gazebo, pergola, siding or roofing color change, exterior style change, home addition, etc. provide:**

- Copy of your plat or site plan or photographs or aerial images (i.e. Google Maps) **showing the location of proposed structure and/or changes.**
- Architectural plan, elevation drawings, renderings, brochures, photographs or a scaled sketch **showing a plan and elevation view of the proposed structure or changes.**
- Description and/or sample, brochure or pictures of exterior **surface materials and colors to be used.**

**For landscaping changes (including removal of trees exceeding 6" diameter) or hardscaping provide:**

- Copy of your plat or site plan or photographs or aerial images (i.e. Google Maps) showing the location of proposed changes.
- Landscaping plan, drawings, renderings and/or photographs showing proposed changes.


**STEP 4 - SUBMIT YOUR APPLICATION (e-mail will receive the fastest response)**

E-mail a copy of your application package (with digital images) to: [accchairperson@redwoodofwildewood.com](mailto:accchairperson@redwoodofwildewood.com)  
or,

Deliver your application package to the Architectural Control Committee Chairperson, Dawn Rich at 22927 Cattail Lane, California, Maryland 20619

or,

Mail your application package to: Redwood of Wildewood Association, Inc., Attention Architectural Control Committee, 22927 Cattail Lane, California, Maryland 20619

**STEP 5 – CONFIRMATION**

The Architectural Control Committee will confirm receipt of your request within seven days. Application is not considered to be complete without the Architectural Control Committee confirmation of receipt.

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**STEP 6 – REVIEW**

The Architectural Control Committee will review your application package and, if necessary, will contact you for any clarification or additional documentation.

**STEP 7 – APPROVAL**

The Architectural Control Committee Chairperson will forward your application to the Board of Directors with the committee's approval, approval with conditions, disapproval or with a request for additional information.

<b>Date Application Received:</b> _____		<b>Approve</b>	<b>Approve with Conditions</b>	<b>Disapprove</b>
<b>Architectural Control Committee Chairperson</b>				
<b>Signature:</b>	<b>Date:</b>			
<b>Architectural Control Committee Member</b>				
<b>Signature:</b>	<b>Date:</b>			
<b>Architectural Control Committee Member</b>				
<b>Signature:</b>	<b>Date:</b>			
<b>Architectural Control Committee Member</b>				
<b>Signature:</b>	<b>Date:</b>			
<b>Architectural Control Committee Member</b>				
<b>Signature:</b>	<b>Date:</b>			

**STEP 8 – APPLICATION RETURNED**

Your application will be returned to you by the Architectural Control Committee Chairperson within thirty (30) days of receipt as being approved, approved with conditions, disapproved or with a request for additional information. Applications returned for additional information and applications that have not been confirmed are not considered to be complete. Confirmed, complete applications that have not been acted upon within thirty (30) days are considered approved.

**STEP 9 – COMPLETION INSPECTION**

Upon completion of the project, home owners are required to submit photographs (e-mailing digital photographs is acceptable) to Architectural Control Committee Chairperson or contact Chairperson to request a final inspection within 30 days of project completion. ACC will send homeowner a final approval a copy of which will be maintained in the ACC permanent records.

**Important Note:** Applicant is responsible for securing any and all required building permits or other approvals prior to commencing work. For any projects involving excavation (including landscaping) applicant is required to contact Miss Utility at 800-257-7777 or <http://www.missutility.net/maryland/>

Revised 09-12-15