## Architecture Review Change Request

**Modifications, changes or improvements may not commence without prior written approval of the Ben Oaks Home Owners Association (HOA) Architecture Review Committee (ARC).**

**Any unauthorized improvements are subject to removal at the expense of the homeowner.**

## Homeowner Information

|  |  |  |  |
| --- | --- | --- | --- |
| Homeowner Name: |  | | |
| Address: |  | | |
| Phone Number: |  | Lot Number: |  |
| Email Address: |  | Request Date: |  |

## Change Request

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Deck** |  | **Fence** |  | **Shed** | |  | **Playhouse\Swing Set** |  | **Siding** |
|  | **Roof** |  | **Pool** |  | **House Addition** | |  | **Driveway\Asphalt Addition** |  | **Solar Panels** |
|  | **Patio** |  | **Other (Provide Detail):** | | |  | | | | |

## Work Description

|  |
| --- |
| Please attach Site Plan showing location of proposed change. Additional pages, drawings and images may be attached as needed. |
| Provide detail of the work to be performed: |

(Model, Color, Dimensions, Materials, Location, etc.)

## Homeowner Agreement

1. Written approval must be received before any building or construction can commence.
2. Approval by the Ben Oaks Architectural Review Committee does not certify county or state building regulations have been met.
3. Prior to the start of any improvements or changes requiring earthwork, you must contact ‘Miss Utility” to locate any existing underground utility lines on your lot.
4. Homeowner agrees to obtain necessary county and state building permits prior to commencement of any work.
5. Approval is not a guarantee of structural safety or engineering soundness.
6. Any earthwork shall not change the storm water drainage patterns to the detriment of your lot and/or adjacent lots.
7. No changes may be installed within the forest retention area of your lot without approval from St. Mary’s County.
8. Any changes made within the 10-foot easement along the front, rear and sidelines of your lot may be removed if required for utility installation or other uses deemed to be necessary.
9. Failure to start or complete improvement within six months of approval shall result in withdrawal of approval unless an extension is requested and approved in writing.
10. Any changes to the approved request and site plan will require an updated request to be submitted and approved by the Architectural Review Committee. We appreciate your submission for our review and approval.
11. Homeowner agrees to notify the Architectural Review Committee for final approval of improvements upon completion of project. Elementary
12. Failure to comply with all requirements will result in withdrawal of approval.

## Submit Request

Change request may be submitted via any of the following methods:

* Mail ARC change requests to: **Ben Oaks HOA, 28195 Ben Oaks Drive, Mechanicsville, MD 20659**
* Email ARC Change Requests to: [**ARC@BenOaksHOA.com**](mailto:ARC@BenOaksHOA.com)
* Submit ARC Change Requests via the ‘Contact’ page at: [**www.BenOaksHOA.com**](http://www.BenOaksHOA.com)

## Review and Approval

The Ben Oaks ARC will review your change request and if necessary request clarification or additional information. Please allow up to 30 days for notice of approval or denial.

## Homeowner Acknowledgment

I have read and fully understand the above information (digital acknowledgement is permitted):

|  |  |  |  |
| --- | --- | --- | --- |
| **Homeowner Signature:** |  | **Date:** |  |