

Mail application to:  
**The Plantations Community Association, Inc.**  
 Architectural Change Control Committee  
 P.O. Box 222  
 Damascus, MD 20872

-- or scan in and e-mail application to:  
[PCA4U@yahoo.com](mailto:PCA4U@yahoo.com)  
 -- for questions, call:  
 (301) 330-8560

## Application Process

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|--|
| • Request application.   |
| • Fill out application; attach drawings as needed; include Site Location Survey for additions, fence installation, or shed construction. |
| • Submit application to PCA's ACC Committee via mail or e-mail.  |
| • ACC Committee reviews, and approves or disapproves the application.  |
| • ACC must reply within 30 days or your application is automatically approved.   |
| • Begin your home improvement if approved.   |

## Application Request for Property Improvement

Date Submitted:	
Name:	
Address:	
Gaithersburg, Maryland 20882	
Phone # (Home)	(    )
Phone # (Work)	(    )
E-Mail Address:	

## Requested Changes

Color(s):	
Material(s):	

## Homeowner -- Please Sign and Date:

<i>Note: Before signing, please read Article V of the PCA Covenants (on application reverse side, or on page 2)</i>	
To the best of my knowledge, the proposed changes described herein comply with Plantations Community Association Covenants, and applicable Montgomery County ordinances.	
<b>Signature of Property Owner:</b>	<b>Date:</b>

**PCA Covenants, Article V**

“No building, fence, wall or other structure, or exterior painting, shall be commenced, erected or maintained, upon the properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this article will be deemed to have been fully complied with.”

*The above is an excerpt from the “Declaration of Covenants, Conditions and Restrictions” that you received when your property was purchased. When you have decided on your proposed property improvement, please submit your application to the PCA, attaching drawings as necessary. If you have any questions, please call and leave a message at 301-330-8560, or e-mail to [PCA4U@YAHOO.COM](mailto:PCA4U@YAHOO.COM).*

If you are building a fence or an addition, please attach a site location survey (this is the overhead view drawing that you received at settlement). On the site location survey, please note the following:

1. Location of existing structure(s), and proposed structure(s), in relation to your property boundary lines.
2. The dimensions of all proposed structures. [colors and materials to be used should be listed on the main application page]

**Notes:**

1. An ACC application is required for all property improvements, including construction of, reconstruction of, or demolition of any structures such as fences, sheds, patios, decks, carports, garages, swimming pools, chimneys or similar changes of a permanent nature. No application is required for routine maintenance.
2. You are also required to obtain a Montgomery County Building Permit prior to start of construction of most home improvement projects. For information, call the County Department of Permitting Services at: 240-777-6300.

**Response to Application for Property Improvement**

Date Received by PCA:		Received By:	
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>		
Comments:			

ACC Member’s Signature / Date:	(1)	(2)
	(3)	(4)
Date Returned to Homeowner:		Processed By: