

**ARCHITECTURAL CONTROL COMMITTEE  
APPROVAL REQUEST  
FLINT LEDGE ESTATES COMMUNITY ASSOCIATION, Inc.**

Owner(s) \_\_\_\_\_ Starting Date \_\_\_\_\_

Street Address \_\_\_\_\_ Completion Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

**Type of Request** (Circle all that apply)

- |                      |            |               |
|----------------------|------------|---------------|
| Addition             | Plantings  | Driveway      |
| Deck or Porch        | Painting   | Fence         |
| Garage               | Re-Roofing | Windows/Doors |
| Tree & Stump Removal | Re-Siding  | Other _____   |

Specific description of project \_\_\_\_\_  
\_\_\_\_\_

Type of construction/materials \_\_\_\_\_  
\_\_\_\_\_

Excavating or Digging?                      Call Miss Utility 1-800-257-7777

**Attachments Required:**

Site Plan - Showing position of structure(s) and or change on the lot relative to property lines and distance between structures. Show existing structures.

Letter of consent from adjoining unit (if required)

Have you contacted the City of Rockville Planning and Zoning Department to determine if the structure is in compliance with zoning and building regulations? Check appropriate box      Yes                                      No

**Points to Consider**

- |                                |                                       |
|--------------------------------|---------------------------------------|
| Height restrictions            | No structures on common ground        |
| Standard setbacks from street  | Clean up construction debris promptly |
| Utility easement consideration | Replace / repair damaged sidewalks    |
| Adjoining property/unit        | Other _____                           |

Please submit the Approval Request and the required attachments early to avoid delays. Mail to: Flint Ledge Estates, 2473 McCormick Rd., Rockville, MD

Approval is valid for up to 12 months from the date approval is granted. A new "Approval Request" is needed if project is not completed within the 12-month period.

If any information is later found to be incorrect, misrepresented, or in conflict with the Bylaws or if any pertinent information has been withheld, approval is automatically VOID; a new Approval Request form must be submitted. It is the homeowner's responsibility to be familiar with ACC guidelines and maintenance rules.

Owner's Signature

ACC Chairperson Signature

\_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Approved:    Yes    No**

If request is denied, see next page for ACC comments.

FLINT LEDGE ESTATES COMMUNITY ASSOCIATION, Inc.

Dear Member:

In accordance with Article VI of the Declaration of Covenants, Conditions and Restrictions of the Flint Ledge Estates, " 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 Control Committee composed of three (3) or more representatives appointed by the Board.

Please use this request form when Architectural Control Committee (ACC) approval is required. ACC approval does not mean automatic approval of a City of Rockville Building Permit. It is always a good idea to contact the City Planning Office first to see if the structure would be in compliance with the Zoning Ordinance.

If the City of Rockville Building Permit is not required, ACC approval is still mandatory. It is the personal responsibility of each Owner to comply with the Declaration of Covenants, Conditions and Restrictions of Flint Ledge Estates. If you are in doubt as to whether or not an approval is needed, or if you are in doubt as to whether or not a resident has obtained a required approval, contact the Board of Directors or the Architectural Control Committee.

Approval will be valid for up to 12 months. If the project is not completed within 12 months from the date of approval, approval is automatically VOID and a new Approval Request is needed.

Thank you,  
Flint Ledge Estates Community Association, Inc

Variance:

The ACC may authorize variances from compliance with any of its guidelines and procedures when circumstances such as hardship, or aesthetic or environmental considerations, require, but only in accordance with duly adopted rules and regulations. Such variances may only be granted, however, when unique circumstances dictate and no variance shall (i) be effective unless in writing, (ii) be contrary to the restrictions set forth herein, or (iii) stop the ACC from denying a variance in other circumstances.

Any variance granted by the ACC hereunder shall not negate the need to obtain any variances from any governmental agency required by law or ordinance.

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Please review the following ACC Comments:

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ACC Chairperson Signature \_\_\_\_\_ DATE \_\_\_\_\_