

# Diamond Farm Homes Corporation Architectural Control Committee Architectural Request Form

Owner Name:	
Property Address:	
Mailing Address:	
Phone:	Email:

**From the CCRs:** “Section 1. Review of Committee. From and after the completion of construction and first sale and settlement of a Private Dwelling Unit within Diamond Farm by the Developer, its heirs, successors or assigns, **no building, fence, wall or other structure shall be commenced, erected or maintained within Diamond Farm, nor shall any exterior addition to or change or alteration therein be made, including any change in exterior paint colors or other exterior colors**, until the plans and specifications showing the nature, kind, shape, height, materials, color and location of the same shall 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 Diamond Farm Homes Corporation or by an Architectural Control Committee composed of three (3) or more persons appointed by the Board. In the event said Board, or its designated Committee, fails to approve or disapprove such design and location within (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 Diamond Farm Homes Corporation shall have the right to charge a reasonable fee for reviewing each application in an amount not to exceed \$50.00\*. Any such exterior addition to or change or alteration made without application having first been made and approval obtained as provided above, shall be deemed to be in violation of this covenant and may be required to be restored to the original condition at Owner’s cost.”

**Describe the work that is proposed**, including new additions, alterations of existing items, and maintenance of existing items (even if no changes). Please be specific and include a drawing, sketch or photograph of any changes, as well as information on the materials to be used. If a color is to be changed, include a color sample and/or an approved color name. You will be contacted, and your application may be delayed or denied, if there is not sufficient information provided. **USE A SEPARATE FORM FOR EACH CHANGE.**

Description of work

Send completed forms to: Diamond Farm Homes Corporation  
Architectural Control Committee  
P.O. Box 3298  
Gaithersburg, MD 20885-3298

\* No fee is charged

**Owner’s Acknowledgement**

I understand that all proposed changes must conform to the provisions of the appropriate building and zoning codes of the City of Gaithersburg. My signature indicates that, to the best of my knowledge, all of these provisions are met. Furthermore, nothing contained herein shall be construed as a waiver or modification of any such provision.

I understand that obtaining the required city building permits is solely my responsibility.

I understand that the DFHC Covenants, Conditions and Restrictions and the DFHC Board of Directors has established an Architectural Control Committee (ACC) and architectural requirements for all homes in Diamond Farm. The ACC, or in their stead the Board, reviews all Architectural Requests to ensure conformance to these requirements.

I understand that after review, a copy of this request will be returned to me, along with the Committee’s or Board’s determination.

I understand that no work on this request is to begin until I have received written approval and that if I begin work and the request is not approved, then I am required to return the property to its original condition at my own expense and that I may be liable for any legal expenses incurred.

I understand that any approval is contingent upon all work being done in a workmanlike manner and that the members of the ACC are permitted to make routine inspections.

I understand that any variation from the original request must be submitted for approval.

I understand that the approval granted by this request is automatically revoked if the work has not commenced within 180 days of the approval date of this request or if the work is not completed by the date specified (if there is one) in the approved request.

Owner Signature	Date
Co-owner Signature	Date

**For Committee Use Only**

Date Received	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	ACC Chair Signature	Date
Comments (additional requirements, restrictions, reason for disapproval)			