

Berry Valley Community Association, Inc. (BVCAI), Design Review Board (DRB)
Application for Exterior Alteration

Application Guidelines

Processing of the application will take approximately 30 days from receipt. The DRB will return a copy of the approved or disapproved application via the United States Postal Service.

If this application is approved, the alterations described in this application must be completed within one year of DRB action/approval. The owner is responsible for complying with applicable zoning ordinances and building codes as well as obtaining necessary building permits. Any ordinance, code, or permit questions may be referred to the Charles County Permits Administration (301-645-0692 or 301-870-3935).

If this application is disapproved, the owner has the right to appeal the action of the DRB within 30 days of the DRB decision. The owner must attach a statement to the disapproved application indicating that they wish to appeal the DRB decision and return/mail it back to the DRB. The disapproved application will be reviewed by the BVCAI Board of Directors at the monthly board meeting for a final decision. Processing of the appeal will take approximately 30 days from receipt.

Any construction undertaken by the owner or on the owner's behalf before approval of this application is strictly at the owner's own risk. If this application is wholly or in part disapproved, the owner may be required to return the property to its former condition at the owner's expense. Furthermore, the owner may be required to pay legal expenses incurred to enforce the Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements of BVCAI.

Only temporary storage of materials is permitted during construction of the exterior alteration(s) defined in this application. All related construction materials and debris must be disposed of within 14 days of alteration completion. Otherwise, these items will be deemed trash per the Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements of BVCAI Section 7.06.

Per Section 6.08 of the Declaration of Covenants, Conditions, Restrictions, and Reservation of Easements of BVCAI, the Board of Directors and/or DRB members shall have the right to enter upon the property indicated in this application at a reasonable time, with prior owner permission, for the purpose of inspecting the proposed project. If the owner fails to provide permission in a timely manner, this application may be delayed or disapproved for that reason.

Submit this completed application with any and all supporting attachments (drawings, etc.) to:

D.H. Bader
Management Services, Inc.
14435 Cherry Lane Court
Suite 210
Laurel, MD 20707

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Owner Name: _____

Address: _____

Telephone Number: _____ Email Address: _____

Property Address to Be Altered, If Different From Above:

Describe the proposed alteration(s). If additional space is required, attach separate pages to this application. Ensure that all necessary plats, designs, drawings, color scheme, material type, dimensions, and any other plans or samples are attached to this application. Submitting an incomplete application or failing to provide a detailed description of the proposed alterations may delay the approval or lead to disapproval of this application.

Neighbor Notification Request

Two neighbors are requested to be notified of this application and proposed alteration(s) on the indicated property. Their signature below indicates notification; it does not indicate their approval or disapproval the application. However, if desired, they may contact the DRB.

(1) Name: _____

Address: _____

Signature: _____

(2) Name: _____

Address: _____

Signature: _____

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By my signature I attest:

I have completed this application in good faith and it accurately represents the exterior alteration(s) I propose to make on the indicated property. I have read, understand, and agree to follow the application guidelines as stated in this application. I certify that I am the owner, not renter, of the property detailed in this application and that if I sell or otherwise transfer this property prior to final approval of this application, this application shall be deemed disapproved (void).

Owner Signature

Date

For DRB Use Only

Date Application Received: _____

This application is () Approved () Disapproved.

Comments:

Chairperson, BVCAI DRB

Date