

Please email this form and all required documentation to:

[president@quailrunhoa.org](mailto:president@quailrunhoa.org) or mail to:

**Owner Information:** (Please print or type)

**Quail Run Community Association**

P.O. Box 431

Severn, Maryland 21144-0431

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of change(s) desired. Give full details of purpose and/or reason, type and color of materials to be used and location of property.

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If request is for a change in paint color, attach a sample and model number of the paint or stain color, and specify where it to be used. If request is for a structural change, storage sheds, fencing, deck, etc., attach a construction drawing or architectural plan. Exterior structure or modifications should be indicated on a site plan showing existing structures and property lines. If a wood deck is proposed, the Construction Drawings and Architectural Plans must show the following (where applicable): Footing details, including placement of concrete around and under posts and columns: dimensions showing locations of posts, columns, docking, joist layouts, hanger locations, stairs and landings: fasteners (type and size e.g. 2 x 4 pressure treated lumber). Please note that this information is usually supplied by your contractor or architect. Please provide similar details for proposed storage sheds, fences, and other proposed construction. Adequate information and detail help in expediting the review and approval process.

1. Nothing contained herein shall be construed to represent that alterations to land or buildings in accordance with these plans shall violate any of the protective covenants nor any of the provisions or building and zoning codes of the County which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.
2. The building ordinance of your County may require the filing of a building permit application and plans with the Department of Public Works, Bureau of Licenses and Permits.
3. I understand and agree that no work on this request shall commence until written approval of the Architectural Review Committee has been received. Any required County building permits must be issued prior to construction.
4. This application usually takes no longer than 30 days from complete review.
5. A copy of the application shall be returned after review, indicating approval or rejection.
6. QRCA suggests contacting your adjacent and rear property owners and notifying them of the proposed change.
7. Have you notified your adjacent and rear property owners of the proposed change (*not required*): Yes \_\_\_ No \_\_\_

By signing my name to the above I am aware of this pending architectural request and am aware that if I have any concerns or questions, I can submit them to the Architectural Committee at the above address.

**Owners Signature(s):** \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

If you disagree with the decision a written appeal may be made to the Architectural Review Committee within ten (10) days.

Work as expressed on their Exterior Alteration Application must start within six (6) months after approval by the Architectural Review Committee and be completed within twelve (12) months. Failure to complete work within the prescribed time period will result in the approval being rescinded and resubmittal will be required. Any extenuating circumstances should be brought to the attention of the Architectural Review Committee. **It is the responsibility of the homeowner to ensure all applicable building codes, regulations, and laws are met.** Please be advised that a building permit issued by your County may have a twelve (12) month expiration date after its issuance.

**Architectural Review Committee Decision:** Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_