

**WESTWOOD LOA
ARCHITECTURAL CONTROL COMMITTEE (ACC)
COMMERCIAL
BUILDING ALTERATIONS APPLICATION**

To Be Completed by the Landowner
Return All Pages

PRINT NAME: _____

PROPERTY ADDRESS (Section/Block/Lot): _____

PROPERTY ADDRESS (Street Address): _____

MAILING ADDRESS: _____

EMAIL (Required): _____

PHONE (Required): _____

Type of Improvement

<input type="checkbox"/> Building Addition
<input type="checkbox"/> Change to Building's Exterior (including design, materials and/or color)
<input type="checkbox"/> Patio Cover and/or Deck Cover
<input type="checkbox"/> Patio and/or Deck
<input type="checkbox"/> Roof Change (including materials and/or color)
<input type="checkbox"/> Other

Describe Improvement(s) Listed Above:

Indicate the supporting information included with this application:

Supporting Information	Included Yes / No	ACC Initial For Acceptance*
Scalable Plat Plan layout of property, building(s) location(s) on the property, allowing for and agreeing to the deed restrictions, property lines, clearances, and dimensions.		
Building Plans and Material Specifications: Scalable drawings and or prints must be submitted at building application time for building or buildings to be built conforming to the deed restrictions of the square footage of living space required. A complete set of scalable drawings or prints must be submitted to and remain with Westwood Landowner’s Association, Inc. and filed for record. List of exterior materials including color and where used (i.e. Lumber, Brick, Rock, Hardy Plank, Shingles, etc.).		
Concrete foundation details, beams depth’s, widths, end view of typical beam, showing location of rebar, rebar size, also give mesh gauge and concrete slab thickness. Include elevation in respect to the street.		
Water Drainage Plan		
Picture, sketch, drawing or artist’s rendering.		
List any others below:		

Note: Refer to the Architectural Control Guidelines and Standards for all requirements

1. No work may begin without written approval from the LOA / Board
2. Culvert is to be placed, **by the county**, before construction is initiated. Landowner is required to request the LOA Office submit a Culvert Request to the County on behalf of the landowner.
3. Site shall not be elevated without approval of the LOA / Board.
4. When required by Montgomery County a County issued Building Permit shall be prominently displayed on property during the building process.
5. Sewage and/or Septic System approval to conform to Montgomery County Building Permit Division Control Specifications.
6. The landowner is responsible for ensuring the location of all improvements does not interfere with or alter the location and/or design of an aerobic septic system as defined in the official septic plan on file with the county.
7. No building may be erected between the building line as shown on the recorded plat and the street.
8. The Building Site must be kept in a clean and orderly manner and must conform to any and all Restrictions.
9. No lot may be re-subdivided without the written approval of Westwood Landowners’ Association.
10. Construction site will be cleaned up at a minimum of once a week from all trash and debris.
11. Ditches and roadways will be kept free of debris, dirt pilings & construction materials.
12. All deed restrictions apply.
13. Landowner is responsible for being aware of and following all Federal, State and County laws, rules and regulations associated with all construction performed on their property.

Failure to comply with the above requirements, Architectural Guidelines and Standards, and deed restriction will be cause for legal actions to be taken to rectify the cause of non-compliance.

Other comments or information which will aid the ACC / Board in their review and decision:

Planned Start Date: _____ **Planned End Date:** _____

PROPERTY ADDRESS (Section/Block/Lot): _____

PROPERTY ADDRESS (Street Address): _____

The LOA / Board has up to 30 days from receipt of this application to respond in writing to the landowner.

.....
Landowner’s signature below indicates the landowner:

- **has read and understands all parts of this application,**
- **attest that the information provided in this application and all supporting information is truthful, correct and complete, and**
- **has read, understands and agrees to the current revision of Westwood Landowners’ Association’s Architectural Guidelines and Standards as on file with Montgomery County.**

LANDOWNER’S SIGNATURE: _____

DATE: _____

PLEASE DO NOT MARK ON THIS PAGE
(FOR ACC & OFFICE USE)

NAME: _____ (Completed by ACC or Office)

ADDRESS: _____ (Completed by ACC or Office)

SECTION: LOT: BLOCK: _____ (Completed by ACC or Office)

DATE RECEIVED: _____ (Completed by ACC or Office)

DATE OF ACC RECOMMENDATION: _____ (Completed by ACC)

ACC's Recommendation

() **Approve with no restrictions.**

() **Conditional Approval – See below for requirements:**

() **Deny – See below for reasons:**

() **Reject– See below for reasons:**

ACC's Comments (Attach additional pages as needed): _____ **Check if additional pages attached**

ACC SIGNATURES (Minimum of 3 required):

PRINTED NAME	SIGNATURE	DATE

PLEASE DO NOT MARK ON THIS PAGE
(FOR BOARD of DIRECTORS' & OFFICE USE)

NAME: _____ (Completed by Board or Office)

ADDRESS: _____ (Completed by Board or Office)

SECTION: LOT: BLOCK: _____ (Completed by Board or Office)

DATE RECEIVED: _____ (Completed by Board or Office)

DATE OF BOARD'S DECISION: _____ (Completed by Board)

DATE APPLICANT NOTIFIED (Attach copy of written notification): _____ (Completed by Office)

Approved with no restrictions.

Conditional Approval – See below for requirements:

Denied – See below for reasons:

Rejected – See below for reasons:

BOARD's Comments (Attach additional pages as needed): _____ **Check if additional pages attached**

BOARD MEMBER'S SIGNATURES (Minimum of 3 required):

PRINTED NAME	SIGNATURE	DATE