

**POTOMAC KNOLLS HOMEOWNERS ASSOCIATION, INC.  
ARCHITECTURAL CONTROL COMMITTEE**

**SUMMARY OF KEY APPLICATION PROVISIONS**

- Applications, drawings, plats, pictures, etc., must be submitted in duplicate. In most cases, this would include a site plan (scaled drawing of your Lot which shows exact dimensions of the property) indicating the location of the modification as it relates to the house, property lines and set backs.
- Drawings must be to scale.
- Provide all dimensions, including height, roof slope, etc., on new construction.
- Certified plates will be required for new construction, including additions to a present structure, new structures on the Lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are not required for paint changes, storm windows, or other such modifications.
- Provide a list of all materials to be used in the proposed construction.
- Present colors or any proposed colors must be indicated, Applications for colors which are not the original colors must be accompanied by actual color samples, not photographs of colors.
- Changes in grade or other conditions that will affect drainage must be indicated. Applications may be disapproved in which adjoining properties are adversely affected by drainage changes.

**POTOMAC KNOLLS HOMEOWNERS ASSOCIATION, INC.  
APPLICATION FOR EXTERIOR MODIFICATIONS**

All applications, drawings, etc. must be submitted in duplicate. Instructions are on the previous page. For complete information on the Architectural Control Committee, please refer to the Declaration of Covenants, Conditions and Restrictions.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOUSE MODEL: \_\_\_\_\_

TELEPHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_

DESCRIPTION OF PROPOSED IMPROVEMENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED STARTING DATE: \_\_\_\_\_

ESTIMATED COMPLETION DATE: \_\_\_\_\_

I agree to comply with the Declaration of Covenants, Conditions and Restrictions, and local building codes in making the above improvements. Permission is hereby granted for members of the Architectural Control Committee and appropriate Potomac Knolls Homeowners Association, Inc., Agents to enter my property to make reasonable inspection of the requested improvement locations (s).

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Homeowner's Signature

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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

ACC Remarks: \_\_\_\_\_

ACC Action: \_\_\_\_\_

Board of Directors: \_\_\_\_\_