

# Ridge Forest Architecture and Environmental Review Committee Submittal and Review Process

This document briefly describes the review procedures that each homeowner and the Architecture and Environmental Review Committee (AERC) shall follow regarding any changes and/or improvements within residential properties in the community of Ridge Forest.

Please note that an AERC Approval form is not required when performing routine landscape maintenance to your property, such as planting flowers, trimming bushes, etc.

**Under no circumstances does approval by the Homeowners Association indicate full authorization.** In addition, it may be necessary to obtain building permits and structural approval as required by Anne Arundel County, please verify this with the County Inspections and Permits Division prior to beginning any work. All improvements are subject to local building regulations and restrictions of record. If a homeowner proceeds without all necessary approvals, he / she may be subject to legal proceedings as well as having to remove all unauthorized improvements.

Currently the list of improvements that require **both** AERC approval and a County permit include:

- Shed - detached, more than 64 sq. ft
- Shed attached to building or carport
- Basement entrance - erect or alter
- Carport - build or enclose
- Door or Window - different size replace
- Dormers
- Patio - erect cover
- Patio or deck - above grade (more than 8 inches above grade)
- Porch - screen in existing porch
- Stairs- relocate or add exterior
- Antenna TV, radio, or satellite dish - erect freestanding
- Brick or block privacy walls - build
- Gas barbecue, outdoor - install
- Heating system, solar - install
- Outdoor Hot tub / spa - install
- Retaining walls - build
- Swimming pool - install
- Fences (required for fences over 6-feet high and for fences erected on a corner-lot property)

**This list is not intended to be comprehensive or complete. Please check with the Anne Arundel County Inspections and Permits Division for up-to-date requirements.**

(See <http://www.aacounty.org/IP/PAC/PermitRequired/Index.cfm> for more information)

## Steps in the submission and review process

1. **Homeowner:** Review the Declaration of Covenants, Conditions, and Restrictions; arrange for required County permits (if any)
2. **Homeowner:** Complete the approval application form and gather the required support documents. At this point you will describe/include:
  - o What you intend to do,
  - o If a contractor is used, identify the person or company performing the work
  - o Plot plan, in rough form, with dimensions,
  - o Elevation, in rough form, with dimensions,
  - o Description of all surface finishes (if applicable)
  - o Desired construction start and end dates
  - o Photocopy of approved County permit(s)
  - o Stain / paint chip of finishes. (if applicable)
3. **Homeowner:** Submit your application and support documents to the AERC.
4. **Board/AERC:** Contact homeowner and acknowledge receipt of application package within 5 days of receipt of the package. If the package is incomplete, request additional information/documents from the homeowner.
5. **Board/AERC:** Review submitted applications at the monthly board meeting. Homeowner may attend the board meeting to participate in the review of the application. Following review by the Committee, either approve or disapprove the request.
6. **Board/AERC:** Notify homeowner of the decision in writing within fourteen (14) days of the board/AERC meeting. If disapproved, a complete explanation of the decision must be provided to the homeowner.
7. **Homeowner:** If the decision is unsatisfactory, you may contact a board member and request that an appeal of the decision be placed on the next board meeting agenda.

Ridge Forest Architect and Environmental Review Committee

Application for Property Modification Approval

email: architect-review@ridgeforest.org

Please complete this form, attach required supporting documentation (if any), and mail to:

Ridge Forest Homeowner's Association
P.O. Box 611
Hanover, MD 21076
Attn: AERC

AERC Use Only Application number
Approved Date received:
Disapproved Date decision:
Signature

Name:
Address:
Day Phone: email
Evening Phone: Preferred contact method: Phone Email Mail

Check any that apply:

Is this a resubmission? Yes No

- Driveway extension Home addition Pool Screening/enclosure new
Exterior modification Outbuilding Roof replacement Shutters
Fence New/replace Play structure Retaining wall Tree removal
Garage Door Patio/deck Satellite dish > 1m Other

Brief project description: (Use the back of this form if more space is needed)

Large empty box for project description.

Attachments: Plans Color plans/samples Revised plans/specifications County permit

Owner's Printed Name: Estimated Start Date:
Owner's Signature: Estimated End Date:

AGREEMENT: By my signature above, I certify all information, data, and supplemental materials submitted in this application are complete, true and correct to the best of my knowledge. I understand and agree no work may be performed prior to receipt of written AERC approval. I further understand that there may be no deviation from the terms of the written AERC approval; all deviations must be corrected at the homeowners' expense. I agree to be bound by the Association Rules, Regulations and standards. I certify my Association dues account is current and I have no outstanding fines or penalties and I am responsible for obtaining any necessary permits from the Anne Arundel County Inspections and Permits Office.