

**FALLSMEAD HOMES CORPORATION  
ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUEST FORM**

**THIS FORM IS REQUIRED FOR ALL EXTERIOR ALTERATIONS OR PAINT COLOR  
CHANGE**

Property Owner's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Property Address: \_\_\_\_\_

Please describe the proposed addition or alteration in detail. Include sizes, specifications, descriptions of materials, and colors to be used for roofing, exterior walls, windows, doors, trim, etc. When applicable, provide a color chip, architectural drawings, sketches, building plans, manufacturer's brochures, and a copy of the plat showing the size and location of the addition or alteration. Homeowners who submit requests forms that do not contain sufficient detail to permit the ACC to conduct its review will be contacted and requested to resubmit their request with additional information; incomplete requests will be denied and not reviewed further. When in doubt, homeowners are encouraged to contact the ACC in advance to determine what information may be needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages if needed)

In accordance with the Fallsmead Homes Corporation By-Laws and Covenants (Declaration of Covenants, Conditions and Restrictions, Article VI, page 22, and ACC Guidelines, page 27), I/We hereby apply for approval to make the exterior additions or alterations described above to the property at the above address.

I/We understand that: 1) the ACC has thirty days to make its decision, 2) approved additions or alterations must be completed within three months of ACC approval, unless a specific exception is obtained from the ACC, 3) the ACC is not responsible for obtaining any permits, or providing any professional or technical advice or approval, and 4) ACC approval is limited to the information and description presented above.

Owner 1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner 2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE SUBMIT REQUEST FORM TO:**  
**Kristin Buchanan, ACC Chairman, 1080 Pipestem Place, Potomac, MD 20854**  
**(301-610-0166)**

**ACC USE ONLY**

Date of ACC Receipt: \_\_\_\_\_ Date of ACC Decision: \_\_\_\_\_

ACC Decision:           APPROVED \_\_\_\_\_           DISAPPROVED \_\_\_\_\_

ACC Signature(s): \_\_\_\_\_

ACC Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_