

**ARCHITECTURAL APPROVAL REQUEST FORM  
CLOISTERS**

To: Cloisters Homeowners Association  
Architectural Committee c/o Abaris Realty  
7811 Montrose Road, Suite 110  
Potomac, MD 20854  
TEL: 301-468-8919  
FAX: 301-468-0983

In accordance with the Declaration of Covenants , Conditions and Restrictions of the Cloisters Homeowner's Association, Inc., Article V, I hereby apply for written consent to make the following exterior additions , alterations or changes to the premises:

Owner's Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Property Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Lot number \_\_\_\_\_

**1. Structural Improvement:**

Type of improvement or modification desired: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach PLOT PLAN and SKETCH showing design, elevations and dimensions)

Type of materials to be used in improvement or modification and color or finish (please include color sample):

Roof \_\_\_\_\_

Walls \_\_\_\_\_

Windows \_\_\_\_\_

Doors \_\_\_\_\_

Fences \_\_\_\_\_

Decks \_\_\_\_\_

Approximate time for completion after approval \_\_\_\_\_

NOTE: Applicant must assume responsibility for acquiring necessary building permits.

**2. Fencing:**

Plot plan (must attach) showing location of fence and height. Materials to be used: \_\_\_\_\_

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Finish or color: \_\_\_\_\_

**3. Exterior Paint: (For Color Change Only)**

Areas to be painted: \_\_\_\_\_

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Please include sketch if necessary. Indicate color(s) to be used and where. (Please include color sample)  
NOTE: no approval will be made unless one is provided.

**4. Deck:**

Plot Plan (must attach) showing location and dimensions and materials to be used: \_\_\_\_\_

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Finish or color: \_\_\_\_\_

**5. Other:**

Description: \_\_\_\_\_

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If my application is approved, I fully understand that the approval is only for what I have indicated above and is based upon the facts I have presented. I understand that all approved additions , alterations or changes must be commenced within six (6) months of approval, and must be substantially completed within twelve (12) months of commencement unless a specific exception is received.

All approvals are for conformity with existing architectural and aesthetic conditions within the community only. The applicant has the sole responsibility for building permits , engineering, waterflow and/or any other areas requiring professional or technical advice or approval. Further, each applicant shall be solely responsible for any damages to adjoining property owners and all other persons that may r esult from the approval herein requested.

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

APPROVED: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Cloisters Homeowners Association  
Architectural Control Committee  
c/o Abaris Realty , Inc.

BY:

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

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