DUFIEF HOMES ASSOCIATION
ARCHITECTURAL REVIEW COMMITTEE (ARC)

APPLICATION/APPROVAL FOR EXTERIOR ALTERATION OR ADDITION TO HOME/PROPERTY

A. In accordance with the covenants specified in the DuFief Homes Association Directory, the following information is required for ARC review/approval prior to starting the alteration/addition. The ARC committee generally meets the first Sunday of each month. Please check the www.Dufief.org website or the signs at the entrance to the neighborhood for the most up to date information.
Complete items 1 through 11:

1. **Date**: _____ 2. **Plat No.**: _____ (see DuFief Directory or Plat maps on Dufief.org)
3. **Applicant's Name**: _____
4. **Homeowner's Name** (if different): _____
5. **Homeowner's Signature**: _____
6. **House No. and Street**: _____
7. **Phone Numbers**: **Home**: _____ **Work**: _____
8. **Description of Project**: (Note: Projects requiring ARC approval are defined in the Covenant/Guidelines for the ARC, paragraphs IIa through IIIi).

a. Staining: For each surface, give color, color number, manufacturer, and type of stain (latex, oil, transparent, etc.). List existing color of any surfaces not to be (re)stained. Stain Chip samples from the manufacturer for each color must accompany the application – **EVEN IF ATTEMPTING TO MATCH EXISTING COLOR**. A chart of (not all) acceptable staining colors is available for homeowner inspection. Please contact an ARC member to make arrangement to view the chart.

	Color	Color No.	Manufacturer	Type of Stain
House:				
Front Door:				
Side Door:				
Garage Door:				
Trim:				
Accent Panel:				
Other: mailbox				
downspout				

b. Structural Alterations/Additions: Drawings which show: location of alteration/addition on the property, applicable dimensions and detail of construction, colors of exterior surfaces, and a list of materials **MUST ACCOMPANY THE APPLICATION**. (Examples of such alterations/additions include but are not limited to: Fences, Window/Door Replacement, Roofing, Skylights, Sheds, and Mailboxes.)

9. **Storage location of materials during project:**

10. **Approximate dates of project:** **Start:** **Complete:**

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11. **Have neighbors been told about project?** **Yes**: ☐ **No**: ☐
If so, please identify which homes by address and method of communication.
Email is preferred, but if the neighbor was verbally informed please indicate so.

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B. **For ARC use Only**:

1. Application received __/__/___ for Plat No:_____ Received By:

2. ARC Approval: Yes: ____ No: ____ If No, see explanation below:

ARC Chair Signature: _____ Date: __/__/____

Note: This form and associated ARC guidelines are available on paper or electronically in MS Word
Request and/or submit completed form to any ARC representative at ARC@Dufief.org :
or Mail to DuFief Homes Association. P.O. Box 3034. Gaithersburg, MD 20855