

**Kensington Courts Community Association  
Architectural Review Request Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Request:  Deck  Shed  Pool  Addition  Driveway  Landscape  
 Fence  Exterior  Other: \_\_\_\_\_

Explanation of Alteration: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dimensions: \_\_\_\_\_ Material(s): \_\_\_\_\_ Color(s): \_\_\_\_\_

Anticipated Start Date: \_\_\_\_\_ Anticipated Finish Date: \_\_\_\_\_

Is this a temporary alteration?  No  Yes (please indicate anticipated length of time: \_\_\_\_\_ )

Have you obtained a town permit?  Yes  No  Not Required (If yes, please attach a copy)

**(Note: It is not required to obtain a Town Permit (and pay fee) before Submitting Architectural Review Request)**

Please **include** the following information with this Form (where applicable/available):

- Property survey/sketch showing location of proposed alteration, property boundaries, house, etc.
- Elevation views of proposed decks, house additions, landscaping, etc.
- Images of proposed sheds, fences, pools, landscaping, etc.
- Copy of town permit

**Notes:**

- Architectural requests must be submitted and approved (in writing) prior to start of work.
- Please review community bylaws and covenants prior to submission of architectural request for specific requirements and limitations regarding alterations. Additionally, the KCCA Board has developed policy statements regarding the bylaws and covenants to assist residents in understanding the bylaws/covenants. Our covenants and policy statements are available on the website.
- **Please PLAN *in advance* so as to allow for- up to 30 days- for a response from the Association.**

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**Board Use Only**

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

Approved as submitted.

Approved, with comments: \_\_\_\_\_

Denied Reason: \_\_\_\_\_

Date of Board Response: \_\_\_\_\_ Follow-up: \_\_\_\_\_

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KCCA Board  
PO Box 2241  
Elkton, MD 21922

Effective 7/20