# FORM B:
# APPLICATION FOR STRUCTURAL IMPROVEMENT

**MANAGEMENT USE ONLY: RECEIVED BY: _____ DATE: _____ COMPLETE/INCOMPLETE:**

To: **ARCHITECTURAL CONTROL COMMITTEE** Date: _____
**BOARD OF DIRECTORS**

In accordance with the recorded Bylaws of Rock Creek Village Condominium, I/We hereby apply for written consent from the ACC and/or Board of Directors to make the following structural changes to our apartment.

**Unit Owner(s): _____ Home Phone #: _____**
**Address: _____ Work Phone #: _____**

Description of proposed structural change(s). Please attach blueprints, diagrams, specification sheets signed contract agreement with detailed scope, elevations, dimensions, finished design, ins. Cert. permit, etc.)

_____
_____
_____

**Contractor: _____ License #: _____**

**Address:_____ Phone #: _____**

**Approximate start and finish dates**: _____

Important: Please read and sign – Applicants(s) and contractors assumes ALL responsibility for obtaining required electrical, plumbing and county permits & liability insurance as applicable. All work must be done in accordance with Montgomery County code and condominium Bylaws. Copies of required permits must be filed with the management office. I/We understand that approval is only for what is stated above, and that all work is subject to inspection by the Board and/or the management office. The applicant(s) has the sole responsibility to repair any damage to adjoining units and the common elements.

_____ _____
Applicant Signature: Applicant Signature:

---

**ACTION: APPROVED: _____ APPROVED WITH CHANGES: ____ DENIED: ____**

_____ _____
**RCV Officer's Name & Signature – Title** **Date**

Remarks: _____
_____
_____
_____

## APPLICATION FOR STRUCTURAL IMPROVEMENT

1. This application includes removing non load bearing walls, relocating anything from its original location, lofting and anything that will alter the appearance of the unit from its current state.

2. To remove a wall: A representative from Management must come to inspect the wall to assure that it is not a load bearing wall.

3. Lofting: You must first have a certified architect draw up blue print plans of how your loft will look and how much space you will be using. Those plans must be given to a certified & licensed contractor. A copy of contractor's certificate of insurance must be attached naming Rock Creek Village as insured on their policy. The contractor will have to go the Montgomery County Building and planning to obtain permits to build the loft. The plans and permits must then be taken to the association's attorney so the space can be registered.

4. **All work MUST BE PERFORMED during the following authorized hours: 8:00a.m. – 5:00p.m.Monday thru Friday. All weekend work must be performed during the hours of 9:00 a.m. – 3:00p.m. to allow for neighboring residents to enjoy their peace and quite.** Quite hours must be observed as follows: 9:00 p.m. – 9:00a.m. Saturdays, Sunday and all holidays.

5. **All construction debris must be removed from the premises. Any items left on the curb must be removed at the end of the work day as the condominium DOES NOT PROVIDE BULK TRASH PICKUP SERVICES. Any construction debris left at the curbside for collection with the daily trash pickup will not be collected and thereof any additional charges to dispose of such items will be charged to the homeowner.**

6. Application must be submitted to the site office **10 days prior** to the monthly board meeting to be considered for approval that month. Please include (1set) of scale drawings and (1set) copy (size: 8.5 x 11) for duplication to Board and committee members.