

## SNOWDENS MILL HOMEOWNERS ASSOCIATION



Snowdens Mill is a planned community where the initial development was started over 30 years ago. Snowdens Mill architectural style is generally referred to as "Neo-Colonial," or new Colonial. Features of this architectural style include: brick and frame houses with clap and corner boards, dormer, cameo, Palladian or sash-style windows, louvered shutters, dentil cornices, porches with rails and classical columns, post lamps and carriage-style hanging wall lamps.

The Snowdens Mill Homeowners Association Board of Directors (BOARD) is obligated by the covenant documents to enforce Architectural and property maintenance standards in our community.<sup>1</sup>

The goal is to maintain property values and to protect the investments you and other homeowners have made in your homes and in the community.

In order to do this, the BOARD and/or the Architectural Control Committee, reviews all homeowner applications, known as Property Improvement Requests ("PIR").<sup>2</sup> The BOARD also follows up on architectural violations and provides residents with information about replacement materials or approved exterior paint colors. In addition, yearly homeowner exterior inspections are the responsibility of the BOARD.

Today, the BOARD works to ensure that all exterior modifications blend with existing designs and exterior paint colors. Previously, our exterior paint colors were known as "Williamsburg," a line offered only by McCormick Paints. However, this color palette is no longer offered by McCormick Paints and the BOARD refers to the community's colors as "Neo Colonial," and has approved a number of color palettes offered by a variety of vendors.

Materials that can be requested through Community Association or from our web site, [www.snowdensmill.com](http://www.snowdensmill.com), include:

- Declaration of Covenants;
- By-Laws;
- PIR application;
- List of approved trim colors.

For these documents or other information, please call your Community Manager at Community Association at 301- 258-7711.

**Remember: any change in color, structural modifications or major landscaping requires a prior written application (PIR) and approval by the BOARD.**

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<sup>1</sup> Pursuant to Articles V – VI of the Declaration of Covenants for Snowdens Mill Homeowners Association, Inc.

<sup>2</sup> Both Townhouse Associations also have their own, additional Architectural Guidelines and requirements. Townhouse homeowners must obtain approval from both Snowdens Mill Homeowners Association, Inc. and the applicable Townhouse Association for any architectural changes. Accordingly, all Townhouse homeowners should submit their PIR applications to the SMHOA, who will coordinate with the BOARD of the appropriate Townhouse Association, if any, on the architectural review process.

**HOW TO FILL OUT THE PIR FORM**  
**WWW.SNOWDENSMILL.COM**

1. **You want to change something on the outside of your home.** You've decided to make a change to the outside of your home or property, but you're not sure if the BOARD will accept the change.

Contact Charles Lasky of Community Association (301-258-7711, [charles.lasky@communityassn.com](mailto:charles.lasky@communityassn.com)) to find out what requirements are needed to make the changes you are considering. By contacting Community Association, you can determine whether you need to fill out a Property Improvement Request (PIR) or not.

2. **Completely fill out the PIR.** PIR applications are available at [www.snowdensmill.com](http://www.snowdensmill.com).
3. **Gather the information you need to help the BOARD make their decision.** Plan ahead to provide your documents to the BOARD when they meet for their monthly meeting on the 3<sup>rd</sup> Tuesday. Mail PIR's to Community Association, Inc., 15742 Crabbs Branch Way, Rockville, MD 20855. Decisions on most applications are made within 30-days of receiving COMPLETE application.
4. **PIR has been approved or denied.** Written notification of the BOARD's decision will be mailed to the homeowner within approximately thirty (30) days. If your application is deemed incomplete, the application will be denied and you will be advised of the additional steps you need to take to complete it.
5. **Reconsideration of previously denied PIRs.** The owner may request that the BOARD reconsider its denial of an application. The owner should explain the reason for reconsideration in writing and include any new supporting information concerning the request. The BOARD will take consider your appeal at its next monthly meeting.
6. **Appealing the Board's decision.** If an owner is unsatisfied with the BOARD's decision, he/she may request the dispute be resolved through the Commission on Common Ownership Communities, an agency established by Montgomery County for that purpose. Your Community Manager can help guide you to the correct agency in Montgomery County.
7. **The Board Reserves the Right to Add or Modify** these requirements at any time as needed.

## APPLICATION CHECKLIST\*

These checklists are intended to be helpful to you. Please ALL items listed on the checklist with your PIR application, but you need not submit the actual checklist itself. All PIR's must include a: (1) PIR Application form; (2) Color photograph of the existing façade of the house or other feature you are proposing to change or alter; (3) Plat showing location of the proposed change. All applications and exhibits should be submitted on standard 8 ½ by 11 inch paper, in addition to one-set of larger architectural drawings, where appropriate.

### I. ADDITIONS

#### A. CONCEPT REVIEW of CONTEMPLATED FUTURE ADDITION

When Planning a Modification or Addition to your Home, the Board Recommends that you submit a PIR for *Conceptual Approval Prior to Submitting Blueprints or Plans for Final Approval*. The reason for this is because you will save time and money and gain additional Board input for the Final Application. Moreover, you have a greater potential for success with your Final Application.

All requests must be submitted on a standard PIR form. It should be clear on the application that approval is for **concept only**, and it must be understood that it will be necessary to resubmit with complete details before final approval can be given. The architectural design of the structure must be compatible with the architectural design of the house.

The following is a checklist of the details needed for conceptual approval:

- \_\_\_\_\_ Scaled drawing(s) showing the size of the addition in relationship to the house
- \_\_\_\_\_ Proposed addition drawn to scale on the plat plan.
- \_\_\_\_\_ Rear/side/front elevations
- \_\_\_\_\_ Roof slope and tie-in to existing roof or house wall
- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ Colors to be used
- \_\_\_\_\_ Color Photographs showing existing house

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- The BOARD reserves the right to request additional information on a case-by-case basis.

## **B. ADDITIONS – FINAL APPLICATION**

**Examples: Room Additions, Porches, Garages, or Room Expansions—and ANY structure that is attached to the existing home, regardless of what it is called.**

You must submit a completed PIR, as detailed below, and appear at a monthly Board meeting to explain your plan. You will be required to bring samples of all your proposed materials to the Board meeting. Keep in mind that the Board must have sufficient information to determine what the completed installation or construction will look like and how it relates to its surroundings. The architectural design of the structure must be compatible with the architectural design of your existing house and in harmony with the surroundings.

The PIR application should include all of the following:

1. **House Location Plat** (in a surveyor's plan of the property identifying Lot # and Plat #). The Plat Plan of the property must show where the structure or installation will be located on the site.
2. **Front and Side Architectural Elevations** with dimensions showing the structure on the home. These must be drawn to scale showing proportions and relationship to existing house. Such architectural plans may include:
  - Length, width, and height measurements throughout
  - Finish/color of all items including roof, siding, brick and trim
  - Size of doors and windows used, including trim
  - Dimensions of all exterior materials to be shown on plans
  - Roof design including pitch and tie-in to existing roof
3. Proposed addition drawn to scale on the plat plan
4. Color photographs of existing house taken from all sides.
5. The Board may decide that the proposed modification requires a presentation from your architect. If so, we will contact you to schedule such a meeting.
6. Please submit all items 8 1/2x11 inch paper. Please also submit one full-sized set of architectural drawings and one on 8 1/2 x 11 inch paper

### **TYPICAL MAJOR ADDITIONS/MODIFICATIONS SUBMISSION DETAILS**

- Sun room addition
- Expanded Garage with second story addition
- New porch or entrance area

**II. ATTIC FANS**

- \_\_\_\_\_ Not allowed on street-side of roof.
- \_\_\_\_\_ PIR application not needed for rear facing fans.
- \_\_\_\_\_ Side-facing fans need to submit a PIR application.

**III. BASKETBALL BACKBOARDS, SWINGSETS &/or PLAYHOUSES**

- \_\_\_\_\_ Dimensions, color and size
- \_\_\_\_\_ Location on property/or on garage or home (provide sketch or description)
- \_\_\_\_\_ Sketch or picture with description of backboard
- \_\_\_\_\_ Color of pole or supporting structure (if applicable)
- \_\_\_\_\_ Color Photograph showing current front façade of house

**IV. DECKS**

- \_\_\_\_\_ House Location Plat showing location of proposed deck on site.
- \_\_\_\_\_ Proposed addition drawn to scale on the plat plan.
- \_\_\_\_\_ Type of materials used throughout
- \_\_\_\_\_ Steps (including rise and width)
- \_\_\_\_\_ Rails, including height and width of rail or pickets; how far apart are the rails?
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Color Photograph of existing rear façade of house
- \_\_\_\_\_ Proposed screening of area under deck if used for storage.

**V. DECK COVERS, TRELIS, SUNSCREENS, PATIO COVERS, ETC.**

- \_\_\_\_\_ Plat Plan
- \_\_\_\_\_ Scaled front and side elevations with all dimensions included
- \_\_\_\_\_ Materials used
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Specifications for slope of roof
- \_\_\_\_\_ Color Photograph showing existing façade of house

**VI. DRIVEWAY MODIFICATIONS**

- \_\_\_\_\_ House Location Place (location of proposed driveway)
- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ If driveway extension is proposed, do you plan to resurface both existing and new areas?
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Color Photograph of existing driveway.

**PLEASE NOTE: SMHOA does NOT allow driveway expansions that extend beyond the width of two cars parked side-by-side.**

**VII. EXTERIOR LIGHTS**

- \_\_\_\_\_ Style (photograph, sketch, or catalog photo)
- \_\_\_\_\_ Dimensions/Size

\_\_\_\_\_ Color and Size  
\_\_\_\_\_ Color of Glass (if not clear)  
\_\_\_\_\_ Location of Installation  
\_\_\_\_\_ Color Photograph showing existing front façade of house.

**VIII. FENCES**

\_\_\_\_\_ House Location Plat showing location of fence on property  
\_\_\_\_\_ Sketch, photograph or brochure showing design  
\_\_\_\_\_ Height  
\_\_\_\_\_ Materials (only wood and white vinyl are allowed)  
\_\_\_\_\_ Color and Size  
\_\_\_\_\_ Color Photograph of existing fence, if any  
\_\_\_\_\_ Chain Link fences and Front-yard fences are not allowed

**IX. GATES**

\_\_\_\_\_ House Location Plat showing location of gate on property  
\_\_\_\_\_ Sketch of proposed gate showing design and dimensions  
\_\_\_\_\_ Materials  
\_\_\_\_\_ Color and Size  
\_\_\_\_\_ Must match fence in size and design

**X. MAILBOXES**

\_\_\_\_\_ Location on plat  
\_\_\_\_\_ Drawing showing design and dimensions as marked on  
plat  
\_\_\_\_\_ Materials to be used  
\_\_\_\_\_ Color and Size  
\_\_\_\_\_ Color Photograph showing existing area

**XI. PAINT COLOR CHANGE**

\_\_\_\_\_ Brand of Paint or Stain  
\_\_\_\_\_ Brand's number and/or name  
\_\_\_\_\_ Specify areas to be painted and color to be used (a  
simple drawing of house listing areas to be painted and colors used would be  
helpful if painting areas other than Siding, Trim and Front Door).  
\_\_\_\_\_ Color Photograph(s) of the existing colors of your home,  
or other exterior structure.

**XII. PATIO**

\_\_\_\_\_ House Location Plat showing location of proposed patio  
\_\_\_\_\_ Scaled drawing showing design, and dimensions  
including length, width, and height  
\_\_\_\_\_ Type of materials used  
\_\_\_\_\_ Color and Size  
\_\_\_\_\_ Color Photograph showing existing rear or side façades of  
house.

**XIII. RAMPS & HANDRAILS**

- \_\_\_\_\_ House Location Plat (showing location of proposed ramp on lot)
- \_\_\_\_\_ Drawing showing design and dimensions
- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Color Photograph showing existing façades of house.

**XIV. REPLACEMENT DOORS**

- \_\_\_\_\_ Style (photograph, detailed sketch, or catalog photo)
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Specify type of Material (wood, metal door, fiberglass, etc.)
- \_\_\_\_\_ Location of door installation
- \_\_\_\_\_ Color Photograph showing existing doors

**XV. REPLACEMENT WINDOWS/WINDOW ADDITIONS**

- \_\_\_\_\_ Style (photograph, or catalog photo)
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Size of Window(s)
- \_\_\_\_\_ Location on House
- \_\_\_\_\_ If Window Addition, scaled drawing showing relationship of new window to existing windows
- \_\_\_\_\_ Color Photograph showing existing windows.

**Please Note: Replacement windows should, ideally, be replaced on the entire house elevation (side of the house); partial replacement of windows on one elevation (side of the house) is not generally permitted.**

**XVI. SECURITY LIGHTS**

- \_\_\_\_\_ Location of Installation
- \_\_\_\_\_ Style (photograph, sketch, or catalog photo)
- \_\_\_\_\_ Light Intensity
- \_\_\_\_\_ Color and Size of Fixture
- \_\_\_\_\_ Color Photograph showing existing front façade of house/garage

**Please Note: Security lights may be installed with board approval to supplement but not replace existing "Neo-Colonial" style lighting.**

**XVII. SHEDS**

- \_\_\_\_\_ House Location Plat showing location of shed on property
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Materials: siding and roofing shingles
- \_\_\_\_\_ Specifications for slope of roof
- \_\_\_\_\_ Front elevation & measurements (length, width, and height)
- \_\_\_\_\_ Location of door on shed

\_\_\_\_\_ Color Photograph showing existing landscape and rear and sides house prior to the proposed shed installation.

**Please Note: SMHOA requires that sheds match as closely as possible the color and architectural features of the home AND that they be screened or shielded from street view as much as possible.**

**XVIII. SKYLIGHTS**

- \_\_\_\_\_ Not allowed on street-side of roof.
- \_\_\_\_\_ PIR application not needed for rear-facing skylights
- \_\_\_\_\_ Side-facing lights need to submit a PIR application
- \_\_\_\_\_ Style (photograph, sketch or catalog photo)
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Location on Roof as marked on plat
- \_\_\_\_\_ Color Photograph showing existing roofline

**Please Note: With few exceptions, SMHOA does not allow skylights located on the front of homes. Skylights should be located on the rear of homes.**

**XIX. STORM DOOR/STORM WINDOWS**

- \_\_\_\_\_ Sketch or catalog photo
- \_\_\_\_\_ Style
- \_\_\_\_\_ Color and Size
- \_\_\_\_\_ Location on house as marked on plat
- \_\_\_\_\_ Please provide a color photo of what exists NOW.

**XX. STRUCTURAL LANDSCAPING**

- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ Drawing showing design and dimensions on lot
- \_\_\_\_\_ House Location Plat (showing area to be landscaped on lot)
- \_\_\_\_\_ If landscape timbers are to be used, how many and how placed?
- \_\_\_\_\_ Please provide a color photo of what exists NOW.

With the exception of temporary holiday ornamentation, all decorative objects, statutes, landscaping displays, fountains, ponds in street-facing yards require PIR submission.

**XXI. RETAINING WALLS**

- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ Scaled drawing showing design and dimensions
- \_\_\_\_\_ House Location Plat (showing location of wall on lot)
- \_\_\_\_\_ Please provide a color photo of what exists NOW
- \_\_\_\_\_ Color and Size



**XXII. REPLACEMENT SIDING – VINYL/ALUMINUM**

If identical to existing, no application is required. Otherwise:

- \_\_\_\_\_ Style (e.g. beaded, straight edge, etc).
- \_\_\_\_\_ Color –please submit a color sample of all proposed changes
- \_\_\_\_\_ Gutters and Downspout modifications and color
- \_\_\_\_\_ Color Photograph of house façade prior to the proposed change(s).

**XXIII. WALKWAY/FRONT STOOP**

- \_\_\_\_\_ House Location Plat (showing location of proposed walkway or walkway modification on lot)
- \_\_\_\_\_ Drawing showing design and dimensions as marked on plat
- \_\_\_\_\_ Materials to be used
- \_\_\_\_\_ Color Photograph showing existing walkways or landscaping

Approved by SMHOA/BOARD – 12/15/2015  
Revised, 2015

# Property Improvement Request (PIR) Form

## SNOWDENS MILL HOMEOWNER ASSOCIATION-SMHOA

### PROPERTY OWNER INFORMATION

Applicant's Name: \_\_\_\_\_ Owner \_\_\_\_\_ Renter \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Home Telephone: \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_  
Concept Approval Only \_\_\_\_\_ Full Approval Request \_\_\_\_\_

**Note: Please refer to the Detailed Checklist of improvements/alterations included with this form (also available on the Snowdens Mill Website). Attach detailed diagrams with measurements and materials to be used on 8 1/2x11 inch paper. For new or existing structure modifications, a color photo is required. For new exterior paint colors, attach a color sample for each proposed change.**

- Location of improvement/alteration:
  
- Description of improvement/alteration:
  
- Materials to be used for improvement/alteration:
  
- Notice to Neighbors (please attach letter of notification to neighbors):
  
- Timeframe for completion:

### EXTERIOR PAINT CHANGE

No approval is required to repaint exteriors with the same/similar colors. Approval is required for NEW exterior paint and a color sample must be included with the application. Check for approved colors listed on the SMHOA Website or available from Community Associations, Inc.

Exterior to be painted: \_\_\_\_\_  
Color Selection: \_\_\_\_\_

### PROPOSED OR REPLACEMENT FENCES

Please attach plat plan showing exact location of proposed fence on property, including: dimensions; style and location of gate if applicable; drawing/description of the design. Include color photo of existing fence or proposed area to be fenced.

Modification: \_\_\_\_\_

Color/Materials: \_\_\_\_\_

**GROUND LEVEL DECK /ELEVATED DECK /PATIO WALKWAY**

Attach a plat plan and scaled drawing showing design, elevation and dimensions. Please include a color photo of the exterior to be modified.

Modification: \_\_\_\_\_

Color/Materials: \_\_\_\_\_

**REPLACEMENT WINDOWS OR DOORS**

No approval is required for windows or doors that are same/similar replacements. For all other modifications, include color picture or sample of proposed replacement.

Modification: \_\_\_\_\_

Color/Materials: \_\_\_\_\_

**STORAGE SHED**

Attach a plat plan and scaled drawing showing design, elevation and dimensions. Shed criteria available on Website. Include color photo of exterior area to be modified. SHOW ON A PLAT THE AREA OF THE YARD WHERE THE SHED WILL BE LOCATED.

Modification: \_\_\_\_\_

Color/Materials: \_\_\_\_\_

**OTHER STRUCTURAL IMPROVEMENT**

Please include a Plat Plan indicating where modification/s are to be done, front and side elevations, scaled drawings showing design, dimensions and relationship to house. Attach color photo of side of house where proposed change is to be made.

Modification: \_\_\_\_\_

Color/Materials: \_\_\_\_\_

**Notice to Homeowner:**

I understand that all exterior property modifications or alterations must be in accordance with the SMHOA's Declaration of Covenants, Conditions and Restrictions, the SMHOA's By Laws and Articles of Incorporation, the Architectural Control Committee's approval of such modifications, and **all State and County ordinances and relevant regulations. (and, if applicable, of Covenants, Bylaws and Articles of Incorporation applicable to any townhouse association).** I also understand that the Board may, at reasonable times, visit my property before, during, and after work is in progress for purposes of inspection. I recognize that the Board approval process does not extend to the engineering or structural soundness of the modification, improvement or alteration. Applications delivered or mailed to SMHOA's management company, Community Associations, Inc.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mail or Deliver to:** **Melissa Wells, Community Association, 15742 Crabbs Branch Way, Rockville, MD 20855 (Telephone: 301-258-7711)**

**FOR SMHOA USE ONLY**

**Date Application received** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Additional information requested** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Received** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Date Application**

**Approved** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Signature** \_\_\_\_\_

**Date Application**

**Disapproved** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Signature** \_\_\_\_\_

**Reason(s) for Disapproval:**

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**Additional Comments:**

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Note: If the property is located within a townhouse association, approval of SMHOA and the townhouse association is required. Approval by one organization does not constitute approval by the other organization.

**FOR SMTA USE ONLY  
(if applicable)**

**SMTA1:** \_\_\_\_\_

**SMTA2:** \_\_\_\_\_

**Date Application received** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date Additional information requested** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Received** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Date Application Approved** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Signature** \_\_\_\_\_

**Date Application Disapproved** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Signature** \_\_\_\_\_

**Reason(s) for Disapproval:**

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**Additional Comments:**

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Note: If the property is located within a townhouse association, approval of SMHOA and the townhouse association is required. Approval by one organization does not constitute approval by the other organization.