

## WESTWINDS ENVIRONMENTAL CONTROL COMMITTEE (WWECC) APPLICATION FORM

Prior to beginning any modification or addition to your lot and/or home's exterior, homeowners are responsible for submitting this completed Application Form and relevant required information for the WWECCs review/approval.

For fence and basketball hoop requests, download applicable Form from the WW Fence or Basketball Hoop Guidelines. (Do not use/send an LLA ECC Application Form to LLA—LLA does not process/approve WWs applications)

Homeowner Name \_\_\_\_\_

Street Address \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Cell or Work Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Application Checklist (check and circle each as appropriate)**—List is not all-inclusive of home/lot improvement projects you may be requesting. If proposed project is not listed, check "Other" and describe. **Bolded typeface** denotes published WWECC Guidelines (download from WWs web site at [www.westwindshoa.org/](http://www.westwindshoa.org/) or LLAs web site at [www.lakelinganore.org](http://www.lakelinganore.org) and logging into your membership portal).

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Deck/Patio</b>  | <input type="checkbox"/> <b>Garage, Sunroom, Screened-in Deck/Porch</b>   |
| <input type="checkbox"/> Porch/Pergola/Enclosed Gazebo  | <input type="checkbox"/> Permanent Outdoor Fireplace, Grill, Oven/Kitchen |
| <input type="checkbox"/> <b>Sitting/Garden/Retaining Wall</b> (see Patio Guideline)                                       | <input type="checkbox"/> Permanent <b>Fire Pit</b> (see Patio Guideline)  |
| <input type="checkbox"/> <b>Landscaping/Re-Grading</b>  | <input type="checkbox"/> In-Ground Pool/Fence (see Fence Guideline)       |
| <input type="checkbox"/> <b>Lattice/Arbor/Trellis</b>   | <input type="checkbox"/> Permanent Water Feature--Fountain/Pond           |
| <input type="checkbox"/> Landscape Lighting   | <input type="checkbox"/> Hot Tub  |
| <input type="checkbox"/> <b>Walkway/Steps</b> (see Patio Guideline)   | <input type="checkbox"/> <b>Play Set/Equipment</b>                        |
| <input type="checkbox"/> <b>Post Lamp Conversion</b>  | <input type="checkbox"/> <b>Basketball Hoop</b> (permanent/portable)/Pad  |
| <input type="checkbox"/> <b>Fence</b>   | <input type="checkbox"/> Driveway Extension/Alteration                    |
| <input type="checkbox"/> <b>Tree Removal</b> (see Tree Guideline)   | <input type="checkbox"/> Change to Home Façade                            |
| <input type="checkbox"/> Front Entry Storm Door   | <input type="checkbox"/> Window or Retractable Patio Awnings              |
| <input type="checkbox"/> Solar Panels   | <input type="checkbox"/> Front Entry Door/Sidelights Replacement          |
| <input type="checkbox"/> Color Change to Front Entry Door/Shutters/Siding/Trim/Roof                                       | <input type="checkbox"/> Roof/Window/Deck/Patio Replacement               |
| <input type="checkbox"/> <b>Post Application</b> (identify each project) (see Application and Post-Application Guideline) |   |
| <input type="checkbox"/> Dumpster (include dumpster location and timeframe needed during construction period)             |   |
| <input type="checkbox"/> Other (describe/specify) _____   |   |

**Application Submission Requirements--All paperwork must be on 8 1/2" x 11" paper** and mailed (electronic/scanned or emailed Applications/documents are not accepted) to the WWECC. Reference the 1) WWECC Application and Post-Application Submission Requirements and Fee Structure Guideline to determine whether an application requires a review fee/compliance deposit are required, and 2) appropriate published Guidelines for specific submission requirements. Incomplete applications and/or insufficient information may delay the process or result in disapproval. Depending on project, include the following (as appropriate):

- Completed/signed/dated Application Form.
- Brief description of project.
- Site/plot plan, map or boundary survey (showing house/driveway location, property boundaries/setback/distances to lot lines, and easements) with proposed projects drawn-in and all dimensions included (required for deck, patio, enclosed structure/addition, sitting/garden wall, fence, fire pit, walkway, in-ground pool, landscaping, tree removal, and evergreen screening for playset/equipment and hot tub, and similar projects).
- Landscape Plan showing location and names of plants to be installed and list specifying plant names and final growth height/width of plants/shrubbery/trees. Site/plot plan, map or boundary survey and landscape plan are required for (1) landscaping projects on any portion of lot, (2) patio/deck/enclosed structure where landscaping is part of the project, (3) evergreen screening for basketball hoop in back yard and playset/equipment, hot tub, inground pool, trash containers, (4) sitting/retaining wall that is part of a patio, and (5) inside the perimeter of fencing if part of a fence request.
- Colored photographs, manufacturer's brochures, and/or drawings depicting 'final appearance' of proposed project.
- All dimensions (i.e., height/length of walls; stairs configuration with side/rear view elevations and dimensions from ground level clearly shown; height/width of playset/hot tub equipment; width/length of walkway; etc.
- Identify types of materials to be used (such as pressure treated lumber, composite, aluminum, vinyl, brick, stone, pavers) and provide color samples (photo or manufacturer's brochure acceptable).
- State whether wood will be left natural or stained, and if stained provide color sample.
- Color samples (manufacturers' brochures acceptable) of all materials.
- Colored photographs of home/yard for projects such as sunroom/enclosed porch-deck, awnings, entry door changes, tree removal, roof/siding/window replacements, and similar projects.
- Color scheme of playset/equipment, hot tub, and similar projects.
- Check made payable to WestWinds Village, Inc (only checks accepted, no cash). Separate checks for review fee and compliance deposits are not necessary (see Application/Post-Application and Fee Structure Guideline).

Mail application, all applicable and required information/paperwork, and check to: WWECC, Box 589, New Market, MD 21774. Application packages postmarked by the 10<sup>th</sup> of the month will be considered at the monthly ECC meeting.

Homeowner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Homeowner is responsible for securing all necessary building permits, variances, and/or observing all local zoning ordinances as required by County/State/Federal government regulations.

**ECC ACTION (For ECC Use Only):** Application Postmark Date \_\_\_\_\_  
\_\_\_\_\_ Application fee received (Amount: \$ \_\_\_\_\_) \_\_\_\_\_ Compliance deposit received (Amount: \$ \_\_\_\_\_)

\_\_\_\_\_ Approved, as submitted: \_\_\_\_\_

\_\_\_\_\_ Approved, with conditions: \_\_\_\_\_

\_\_\_\_\_ Disapproved for following reason: \_\_\_\_\_

May 15, 2019 \_\_\_\_\_ Date of ECC Action \_\_\_\_\_