

CROFTON CIVIC ASSOCIATION

Covenant Review Committee

The Covenant Review Committee (CRC) deals primarily with two duties: architectural review of proposed home improvement projects and the investigation of alleged covenant violations reported to the CRC.

Requests for Approval of Home Improvement Projects

The CRC reviews proposals and plans for home improvement projects, such as building sheds, fences and decks, as well as making large-scale modifications to homes. We have attached a sample of a request for construction of a shed that is based upon one actually submitted by a local resident. While it is not necessary to follow this sample in every detail, a complete and detailed submission similar to the sample will allow the CRC to review your request expeditiously so that they can come to a quick and reasonable decision without unnecessary delay.

Please note that the covenants in the various neighborhoods vary. There are neighborhoods where no covenants have been established or are not enforced by the CCA. It may be helpful for you to secure a copy of the covenants for your neighborhood before you initiate the system to secure approval. A copy of your covenants is available from Town Hall at no charge.

Sample submissions for CRC approval of home projects (architectural approval)

Attached is a sample of a complete and well-designed submission for a request for approval of a shed. Other home improvement projects such as fences, decks and home modifications usually require CRC approval. The sample submission may be used as a basic model for all requests for architectural approvals. While desirable, it is not necessary to use an official plat for your diagram. However, your diagram should clearly portray the features of your lot and the proposed location of the home improvement project.

In most neighborhoods sheds are prohibited by the covenants. However, the CRC regularly approves requests for the construction of sheds. The CRC always asks for approvals by neighbors whose residences are adjacent to the address where the shed will be built. Generally, the CRC will approve requests for sheds if they are no larger than 8 feet by 10 feet. Requests for larger sheds will be considered, but are less likely to be approved. Of course, the sheds must be constructed of quality materials, should generally conform to the style and color of the home and must be appropriately maintained after construction.

If your approval request is for a fence, please be certain to include information as to the style of fence, the type of material (vinyl, wood etc.) and the height of the fence. Of course, a diagram of the proposed location for the fence must be included.

Page Two

Similar information and diagrams are required for decks. Please let us know if the fence or deck is a replacement for an existing one or is a new improvement.

If your request for approval is related to remodeling (external) or building an addition to your home, your submission must include plans/drawings supplied by your contractor.

Generally, your submission for architectural review should include as much relevant information as possible. Do not forget to include your phone number and email address, as this will facilitate communication with you if needed. All submissions for architectural approval should be brought or mailed to Town Hall (1576 Crofton Parkway, Crofton MD 21114). Your request will be logged in and presented to the CRC at the next CRC meeting. Usually the CRC meets on the fourth Monday evening of each month at 7:00 PM at Town Hall. You may attend the meeting, but your attendance is not necessary. Please note that while Town Hall personnel serve as a liaison between the CRC and residents, CRC matters are handled by the CRC. The CRC makes all covenant-related decisions. Please remember that CRC approval does not exempt you from any County requirements.

Reporting Possible Covenant Violations

If you wish to report a possible covenant violation you may do so by telephone to Town Hall (410-721-2301), via email (ccatownhall@comcast.net) or in person at Town Hall. If you wish to file a complaint we need the following information (which will be passed on to the CRC):

You must provide your name and address. Your phone number and/or email address should be provided, if you wish, in case the CRC should want to contact you. Your name and address will not be given to anyone unless the complaint case eventually ends up as a court case. Your complaint must also, of course, include the address of the possible covenant violation, as well as the nature of the violation. Please supply as much specific information about the possible violation as possible. As with requests for approval of projects, you are not required to attend the CRC meeting when the matter is discussed, but you may attend if you wish.

If you have any questions about the CRC process, please contact Town Hall (410-721-2301 or ccatownhall@comcast.net). If we cannot answer your question, we will coordinate with the CRC to assist you.

(name)
(address)
Crofton, MD 21114

Covenant Review Committee
Crofton Civic Association
1576 Crofton Pkwy
Crofton, MD 21114

Dear Madam / Sir:

This letter is a request to install a shed in the backyard area of our property at (address). The proposed shed is a standard Val-U Shed design that will be purchased through and installed by Home Depot. The approximate dimensions of the structure will be 8' x 8' x 8.5' (length x width x height). The shed will have a wooden frame, covered with white vinyl siding, and a gambrel-style roof, covered with black shingles. Attachment I contains the specifications and pictures of this model. Please note that the siding color and shingle color will closely match those on our residence. In addition both our house and shed contain a gambrel-style roof, so both structures will be architecturally similar.

The shed will be placed on an existing concrete slab that is located in the backyard of our property, as shown on a plan view in Attachment II. Currently this area houses firewood left by the previous owners of our house. We propose to completely clear the location and replace it with the shed. Depending on the exact size of the slab, it may have to be extended slightly (no more than 1 ft./side) to accommodate the shed's footprint. Photographs show views of the proposed shed location, as well as pictures of the area from the street.

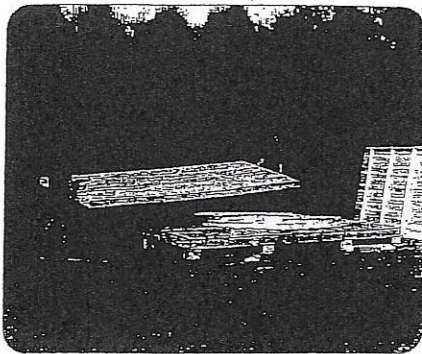
Most of the shed will be obscured by an existing privacy fence around our backyard. However, approximately 2.5 ft. of the shed will extend above the fence and be visible from adjacent properties. Attachment III contains approvals of our plans from the 5 closest homeowners.

We respectfully ask the committee to consider and approve our building request. Please feel free to contact us (phone/email) if you have any problems or require further information.

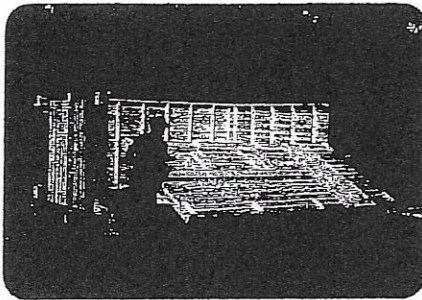
Sincerely,
signature

printed name

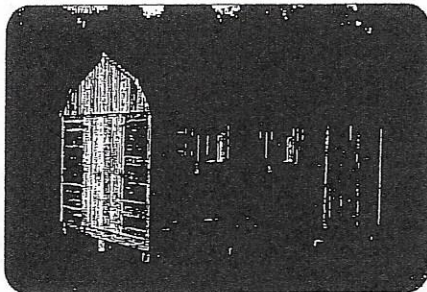
ed, our goal is to ensure that your in-
ruption to you and your family.



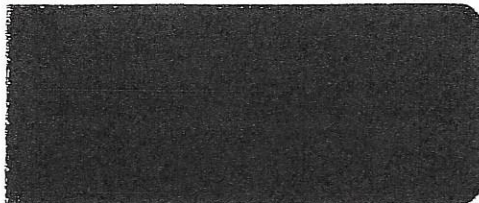
Shed panels are hand-carried
to your site...



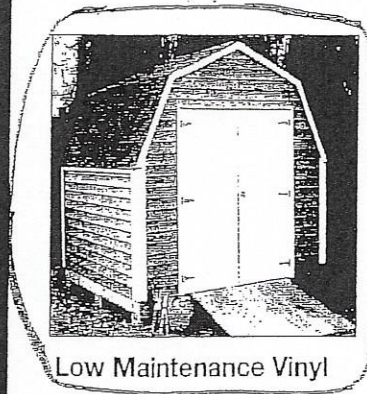
Your new shed is complete
in just a few hours!



See the entire installation video at
www.shedsusa.com



8' X 8' VAL-U SHEDS



Low Maintenance Vinyl

Choose from 6 colors.
Includes 54" unbreakable door.

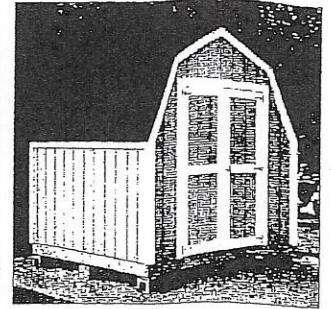
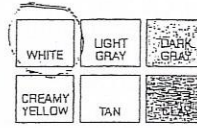
\$1,399

SKU #261-653

Vinyl Colors:

Vinyl colors may vary slightly.

Trim comes in white only.



Economical Smart Siding

Pre-primed with natural trim —
ready for you to paint.

\$999

SKU #466-390



Our most popular shed!

- 54" double door with keyed lock entry
- 2" x 4" PT floor joists, 16" on center
- Choice of shingle color:
black, brown, or white/gray



OPTIONS



Up to 200%
Stronger

Tough Floor II

- 2" x 6" pressure treated floor joists
- 12" on center spacing
- Pressure treated plywood floor



Save up
to 25%

Val-U Bundle A:

4' Ramp, Vents, Lifetime Warranty\$159

Val-U Bundle B:

4' Ramp, Vents, Lifetime Warranty, Shelf, Workbench\$249



Gable Vents (pair)\$34



Standard Ramp 4' long\$69



Tractor Ramp 6' long heavy duty\$119



Upgrade to Lifetime Warranty\$99



Anchor Kit (installed)\$149

Just
\$169

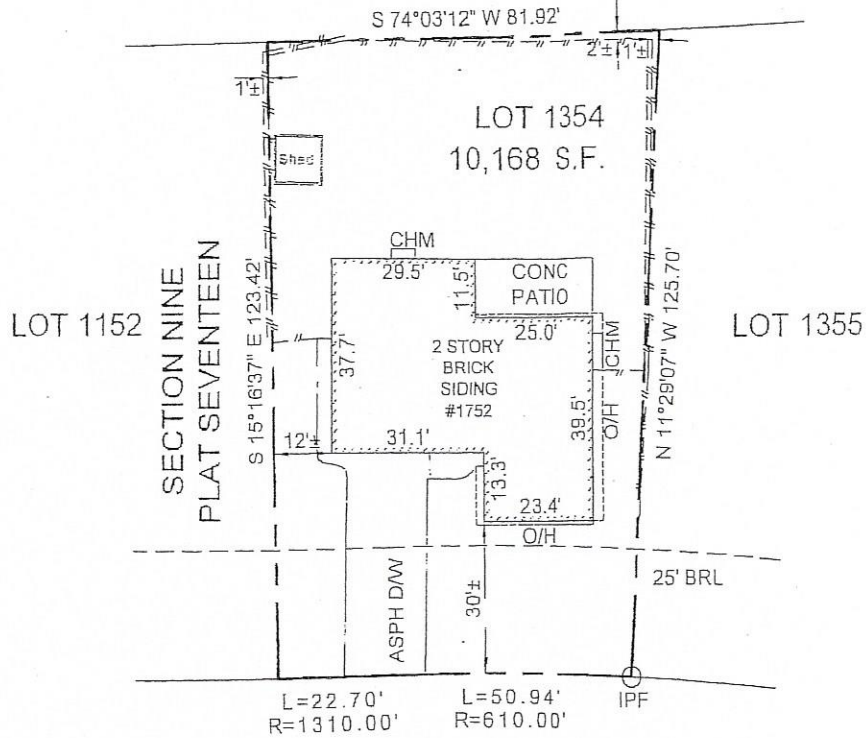


Attachment II: Location diagram for shed

LOCATION DRAWING

ADDRESS:

SECTION NINE
PLAT TWENTY-ONE



NOTES:

1. THIS LOCATION DRAWING IS OF BENEFIT TO A CONSUMER ONLY IN SO FAR AS IT IS REQUIRED BY A LENDER OR A TITLE INSURANCE COMPANY OR ITS AGENT IN CONNECTION WITH CONTEMPLATED TRANSFER, FINANCING OR REFINANCING.
2. THIS LOCATION DRAWING IS NOT TO BE USED FOR BUILDING OF FENCES OR OTHER IMPROVEMENTS.
3. THIS LOCATION DRAWING IS NOT TO BE RELIED UPON FOR THE ACCURATE IDENTIFICATION OF PROPERTY BOUNDARY LINES, BUT SUCH IDENTIFICATION MAY NOT BE REQUIRED FOR THE TRANSFER OF TITLE OR SECURING FINANCING OR REFINANCING.
4. LEVEL OF ACCURACY IS 2'±.

80' RAW

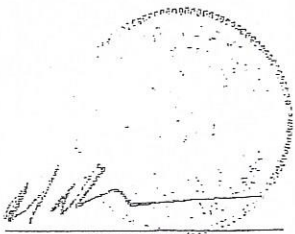
DRAWN BY: BF

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE SURVEYED THE PROPERTY SHOWN HEREON FOR THE PURPOSE OF LOCATING THE IMPROVEMENTS ONLY, AND THE PROPERTY CORNERS HAVE NOT BEEN ESTABLISHED OR SET, UNLESS OTHERWISE NOTED. WE ASSUME NO RESPONSIBILITY, OR LIABILITY FOR ANY RIGHT-OF-WAYS ON THE RECORD OR EASEMENTS RECORDED OR UNRECORDED NOT APPEARING ON THE RECORDED PLAT OR MENTIONED IN THE DEED REFERED TO HEREON. NO TITLE REPORT WAS FURNISHED.

LAND PRO ASSOCIATES, LLC.

10113 EAST FRANKLIN AVENUE
GLENN DALE, MD 20769
PHONE 301-368-1944
FAX 301-794-8751
LANDPRO@MAIL.COM



DATE 02/17/09

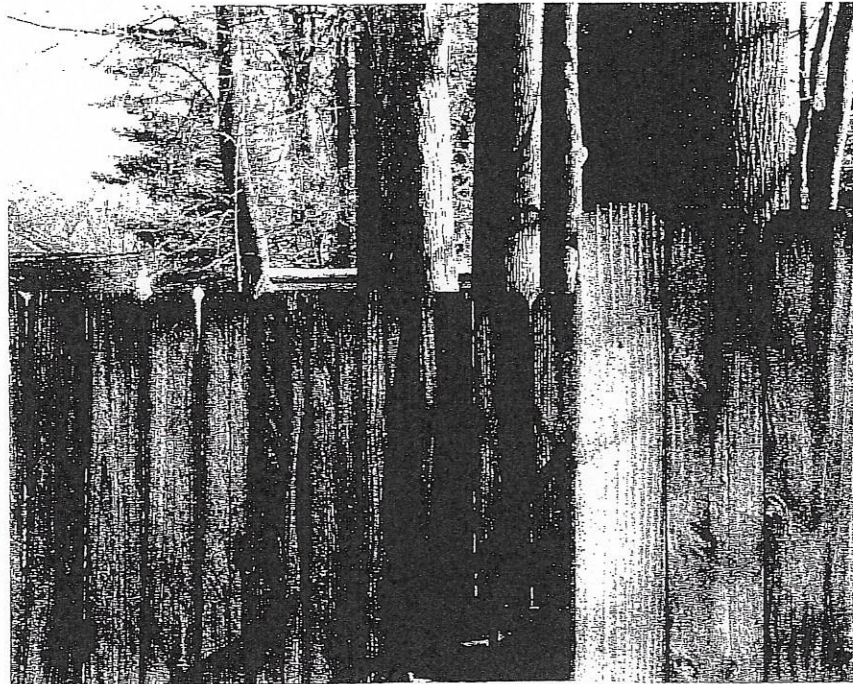
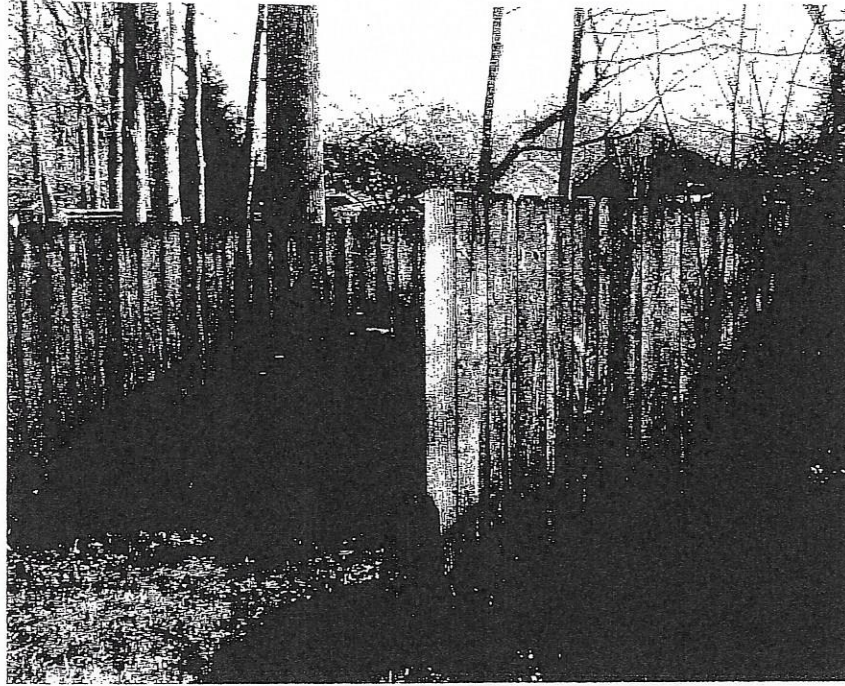
PROFESSIONAL SEAL

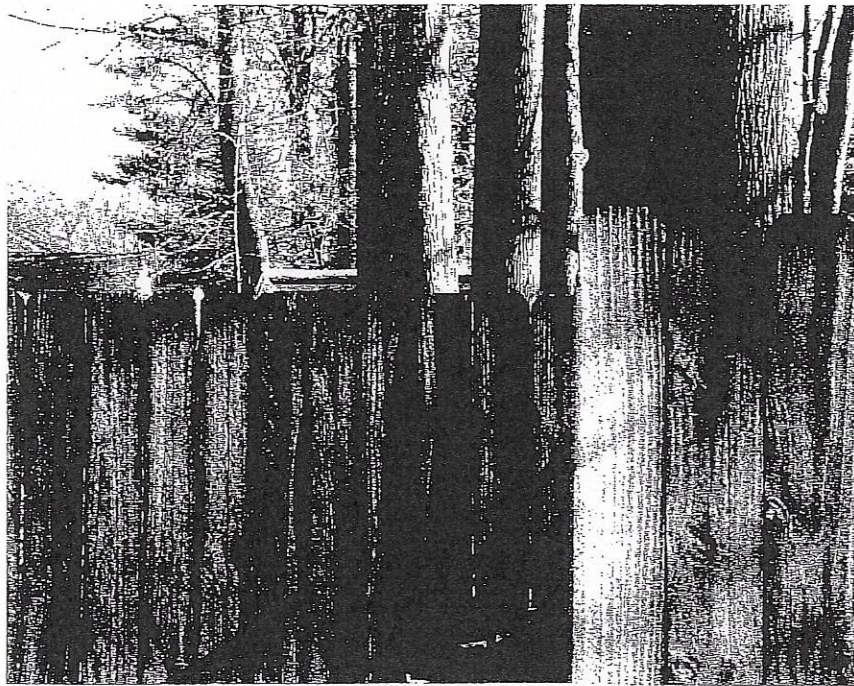
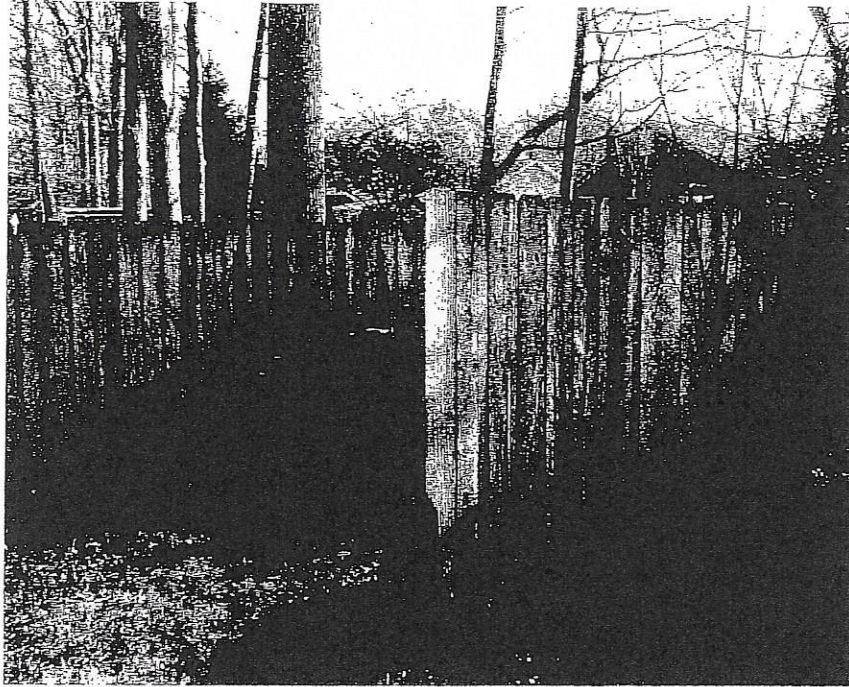
DATE

LOCATION DRAWING
CROFTON PARK
LOT 1354 SECTION 10 PLAT 24
BOOK 4041 PAGE 411
PLAT #2023 PLAT BOOK 36@48
ANNE ARUNDEL COUNTY, MARYLAND
SCALE: 1" = 30' DATE: 2/12/09

FILE: #1752_CROFTON_PKW(1)

CASE: # P0907044





Neighbor's Approval for Home Improvement Project

To: Covenant Review Committee
Crofton Civic Association
1576 Crofton Pkwy
Crofton, MD 21114

Project Description:

We propose to install a shed in the backyard area of our property at (address). The proposed shed is a standard Val-U Shed design that will be purchased through and installed by Home Depot. The approximate dimensions of the structure will be 8' x 8' x 8.5' (length x width x height). The shed will have a wooden frame, covered with white vinyl siding, and a gambrel-style roof, covered with black shingles. The shed will be placed on an existing concrete slab that is already located on our property. Most of the shed will be obscured by an existing privacy fence around our backyard. However, approximately 2.5 ft. of the shed will extend above the fence and be visible from adjacent properties.

The undersigned neighbor residing at xxxx Crofton Parkway has been informed of and has no objections to our plans for erecting a shed in the backyard of our property.

Neighbor's Printed Name

Neighbor's Address

Neighbor's Signature & Date