



THE ROLAND PARK ROADS AND MAINTENANCE CORPORATION
5115 B ROLAND AVENUE, BALTIMORE, MD 21210
TEL: 410-464-2525 ~ EMAIL: OFFICE@ROLANDPARK.ORG

APPLICATION FOR PROJECT APPROVAL

"No building shall be started, erected, maintained, altered or converted... until the plans therefor, including specifications of construction, design and color scheme, and a plat location plan showing the location and grade of driveways, walks and structures of every kind to be erected, have been submitted to and approved by The Roland Park Roads and Maintenance Corporation, its successors or its assigns. Said Corporation, in passing on said plans, shall consider the proposed use of the proposed building, the materials of which it is to be constructed, its color and design, the harmony thereof with the surrounding area and properties, its location and the outlook it presents on surrounding properties. No fence, signs, billboards, or advertising sign of any kind shall be erected on any lot unless approved, in writing, by the Corporation." *

(WORK MAY NOT BEGIN UNTIL APPROVAL HAS BEEN GIVEN)

Owner: _____ Date: _____

Address: _____ Plat: _____

E-mail Address: _____

Day Telephone: (____) _____ Evening Telephone: (____) _____

The Owner requests permission to (describe scope of work):



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To complete your application, please include the following required documents and information relating to your project.

- One full-size set of detailed working drawings plus a digital copy in pdf file format** which shows all affected floors, existing layout and proposed changes.
- Plot plan** (such as location survey) showing the position of the building on the lot and the location of neighbors' buildings. Plot plans allow the committee to evaluate the impact of the proposed project on neighbors. Plot plans are needed even if there are no changes proposed in the building's foundation.
- Elevations** of the building with proposed changes
- A narrative description** of the project.
- A list of materials** to be used including window and door models and types, siding, roofing, flashings and gutter materials and types where appropriate. If the materials to be used are new or uncommon, brochures from manufacturers are helpful. (See Design Guidelines on Roland Park website) www.RolandPark.org under "Roads and Maintenance" tab, "Design Guidelines" on dropdown menu.
- Sample materials**, such as roofing materials, color samples, etc.
- Color photograph** of the front of house.
- Color photographs** of the area affected by the proposed project.
- Affirm** the applicable statements relating to **zoning issues** by initialing and sign where indicated.



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AFFIRM THE APPLICABLE FOLLOWING STATEMENTS RELATING TO ZONING ISSUES BY INITIALING AND SIGNING WHERE INDICATED.

___ There are no zoning issues that prevent the commencement and completion of the proposed project.

___ The following zoning issues exist or have existed with respect to the project:

___ Owners have resolved outstanding zoning issues as follows:

___ Owners are seeking to resolve outstanding zoning issues as follows:

Owner signature (s):

Date:



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- Meetings of the Roland Park Roads and Maintenance Architectural Review Board are held on the fourth Tuesday of each month.
- Applications must be received at least one week prior to the meeting date in order to appear on the agenda for consideration that month.
- Property owners may request to make a presentation at a meeting, but only after the application has previously been reviewed by the Board. Please contact the President of the Architectural Review Board, Kathleen Truelove, at RMPresident@rolandpark.org concerning any such requests.
- Letters describing your project will be sent to adjacent neighbors who may be impacted.
- **Please send your completed application and supporting materials ELECTRONICALLY to office@rolandpark.org.** Sample materials can be mailed or hand delivered to :

5115B Roland Avenue
Baltimore, MD 21210

- Please call 410-464-2525 or email office@rolandpark.org for an appointment to deliver sample materials or if you have any questions.

**ANY DEVIATION FROM THE PLANS APPROVED BY THE BOARD REQUIRES
A NEW SUBMISSION TO AND APPROVAL FROM THE BOARD BEFORE ANY
WORK COMMENCES.**

*This language may be found in Plat 1 covenants that require approval and in the covenant renewal documents for Plats 4A, 5 City and 5 County and Plat 6. In the covenant renewal documents for Plats 2 and 3, the word "structure" is substituted for the word "building" in the first sentence.