

**RIVA TRACE COUNCIL, INC.  
HOMEOWNER COMMON AREA PROJECT REQUEST FORM**

**Section 1 – Homeowners’ application:** This section is to be completed by the homeowner(s).

Homeowner(s) name(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Email \_\_\_\_\_

This form is used for a homeowner to request approval by Riva Trace Council, Inc. (RTC) for a project to perform work to preserve and maintain the common areas. Once the homeowner/resident sections are completed, the form should be submitted to the property management company.

**Type of project:** Please check all that apply, if a project is not on this list, it is not permitted:

- Planting trees, plants, or flowers in common areas to remedy an existing or recently created condition or in other areas. Homeowners are encouraged to plant native trees and plants.
- Other (title): (i.e. remove/trim a tree, clean up pier trail, address erosion issues, drainage issues)  
\_\_\_\_\_

**Description and location of the project:** Please provide a description of the project/work to be performed. Include copies of location, plats, plans, Anne Arundel County approval (if needed) and other details.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Purpose of the project:** Please describe the existing or recently created condition that is being remedied by this project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List the trees, plants, bushes that will be planted:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Adjacent neighbors' comments:**

Please have 2 of your adjacent neighbors submit comments on this form for consideration by RTC:

Adjacent Neighbor Input/Comments (1)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Adjacent Neighbor Input/Comments (2)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell phone \_\_\_\_\_  
Email \_\_\_\_\_  
Signature \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Homeowners' acknowledgement/signature:** The changes proposed in this application shall be executed as approved and shall meet any and all codes, permits, or other requirements as deemed necessary by Anne Arundel County, the State of Maryland or other governmental entities. I/we will be responsible for complying with all licenses, permit, or code provisions required by law. I/we acknowledge and agree that I/we will be solely liable for any claims for, including without limitation, property damage or personal injury, which result from the requested project. I/we acknowledge and agree that RTC has the right to remove/alter any of the work completed under this project at any time. I/we acknowledge and agree that RTC has the right to restore the property to its original condition if the project is not executed as approved and I/we will be required to pay for any costs for such efforts.

Homeowner signature(s) \_\_\_\_\_  
\_\_\_\_\_  
Date \_\_\_\_\_

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**Section 2 – Landscape Committee review/recommendation:** This section will be completed by RTC Landscape Committee.

Date received by the Landscape Committee \_\_\_\_\_

Date Landscape Committee review completed \_\_\_\_\_

Landscape Committee recommendation      Yes  No

Landscape Committee reviewer signature \_\_\_\_\_

Landscape reviewer name/date \_\_\_\_\_

Landscape committee comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 3 – RTC review/approval:** This section will be completed by RTC.

Date received by RTC \_\_\_\_\_

Date RTC review completed \_\_\_\_\_

RTC disposition      Approved  Not approved

RTC date of disposition \_\_\_\_\_

RTC comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 4 – Review of completed project:** This section will be completed by the Landscape Committee.

Date project reviewed by Landscape Committee \_\_\_\_\_

Landscape Committee comments/recommendations to RTC:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_