

ARCHITECTURAL IMPROVEMENT REQUEST FORM

Cavalier Woods T/A Old Chapel Mews

To: Architectural Review Board
C/O Sequoia Management Company, Inc
13998 Parkeast Circle
Chantilly, Virginia 20151
O: 703-803-9641
F: 703-968-0936

Name of Applicant: _____

Address: _____ Lot Number: _____

City: _____ State: _____ Zip: _____

Telephone: (H) _____ (W) _____

Email Address: _____

Detailed Description of Proposed Improvement(s): _____

APPLICATION REQUIREMENTS:

You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
2. Manufacture's brochure, sketch and/or photograph showing the design / style of the proposed change(s). For decks, sunrooms, etc. you must submit an **overhead view and a 3D view** showing the addition (with elevation) as it will appear on the home. Landscaping, etc. you will need a diagram showing the design plan.
3. Indicate the color / finish. Include color samples, if applicable.
4. Architectural plans/drawings (for major additions/improvements) – construction details.
5. Grading plan, if applicable.
6. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.

NEIGHBOR'S ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Property Owner

Date

ARCHITECTURAL REVIEW BOARD

Date Application Received: _____

- APPROVED AS SUBMITTED**
- APPROVED SUBJECT TO:** _____

- SUSPENDED PENDING SUBMISSION OF:** _____

- DISAPPROVED DUE TO:** _____

Signature – ARB Member

Date