



Compton Village Homeowners Association
14401 Compton Village Drive
Centreville, Virginia 20121
Phone: (703) 815-0014 | E-mail: comptonvillage@verizon.net

EXTERIOR ALTERATION APPLICATION
Please Mail or Deliver to HOA Office

(Please type or print clearly and firmly)

Owner(s) Name _____

Address of Proposed Change: _____

Lot Number: _____ Section Number: _____

Phone (H):	Phone (C):	Phone (W):	E-Mail
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Instructions for Application: PLEASE READ CAREFULLY

- Complete all blanks. Incomplete applications will be returned for completion. Return both white and yellow copies to HOA Office.
- Please consult the Architectural Guidelines for specific details required for each change
- **A copy of the house location survey plat (plat) given to owner by builder is REQUIRED for all alterations except paint changes and storm doors/windows**
- **Indicate on the plat the location of the proposed or existing structure**
- Provide required details on attached sheets (sketches, scale drawings, photos, catalog illustrations, architectural plans, etc.)
- For all paint or siding color changes, a sample of the color must be submitted with the application
- Indicate an estimated "Start" and "Completion" date below
- Indicate if alteration is "Proposed" or "Existing" by marking "X" below

Start Date: _____ Completion Date: _____ Proposed Alteration: _____ Existing Alteration: _____

DESCRIBE CHANGES DESIRED: (Color, style, location, size, materials used, etc.) "See Attached" is not a sufficient description. Plans or description must include accurate dimensions/measurements, materials used, location and all other details requested in the Architectural Guidelines.
EXAMPLE: 12 X 12 pressure treated pine deck w/standard railings added to rear of home. Deck will not be stained or painted. See attached plans.

FOUR (4) SIGNATURES OF IMPACTED OR ADJACENT PROPERTY OWNERS ARE REQUIRED. IN THE EVENT THERE ARE NO IMPACTED OR ADJACENT PROPERTY OWNERS TO YOUR PROPERTY, OTHER RESIDENT'S SIGNATURES MAY BE SUBSTITUTED.
FOUR SIGNATURES ARE REQUIRED FOR A COMPLETE APPLICATION.

Signatures indicate only an awareness of the applicant's intent to make an exterior alteration and **DO NOT** constitute approval or disapproval.

Name: _____	Lot #: _____	Name: _____	Lot #: _____
Address: _____	Sect. #: _____	Address: _____	Sect. #: _____
Name: _____	Lot #: _____	Name: _____	Lot #: _____
Address: _____	Sect. #: _____	Address: _____	Sect. #: _____

Owner's Signature(s): _____ Date: _____

STAFF AND ARB MEMBER USE ONLY (DO NOT WRITE BELOW THIS LINE)

ARCHITECTURAL REVIEW BOARD DECISION

Date Received: _____

☐ Approved as submitted ☐ Approved contingent upon the following:

☐ Disapproved ☐ Reason for disapproval:

☐ Action required:

If owner disagrees with the decision, an appeal procedure is set forth in the Declaration of Covenants, Conditions and Restrictions. A written request for appeal must be submitted to the Board of Directors within five (5) business days after the date of an action by the Architectural Review Board. If you have any questions or concerns about this application, please contact the Compton Village Homeowners Association Office at (703) 815-0014.

NOTE: REVERSE SIDE CONTAINS ADDITIONAL INFORMATION FOR COMPLETING APPLICATION



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1. Owner(s) understands that compliance with the Compton Village Architectural Guidelines and approval by the Architectural Review Board do not necessarily constitute compliance with the provisions of building and zoning codes of Fairfax County. It is the owner(s) responsibility to obtain all County approvals. Fairfax County authorities must be contacted prior to beginning any work in order to verify what procedures must be followed and obtain required permits. County approval does not preclude the need for Compton Village Architectural Review Board approval nor does Compton Village Architectural Review Board approval preclude the need for County approval. Further, nothing herein contained shall be construed as a waiver or modification of any said restrictions.
2. Owner(s) understands and agrees that no construction or exterior alteration shall commence until written approval of the Compton Village Architectural Review Board has been received by owner, and that if alterations are made, owner may be required to return the property to its former condition at owner's expense if this application is disapproved wholly or in part, and that owner may be required to pay all legal expenses incurred.
3. Owner(s) understands that members of the Compton Village Architectural Review Board are permitted to enter owner's property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the complete project, and that such entry does not constitute trespassing.
4. Owner(s) understands that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. Owner(s) understands that the approval granted by this application will be revoked automatically if owner fails to do the following: **(A)** Any new structure and the grounds related thereto must be substantially completed in accordance with the plans and specifications approved by the Architectural Review Board within twelve (12) months after construction of the same shall have commenced, except that the Board may grant extensions where such completion is impossible or is the result of matters beyond the control of the owner; and **(B)** No structure shall be permitted to stand with its exterior in an unfinished condition for longer than six (6) months after the commencement of any alterations or additions.
6. Owner(s) understands that all Compton Village Exterior Alteration Application decisions are communicated in writing ONLY. Owner may not rely upon verbal decision from HOA Staff nor any Architectural Review Board member.