

UNION MILLS COMMUNITY ASSOCIATION
 DESIGN GUIDELINES
APPENDIX H
EXTERIOR ALTERATION APPLICATION

Part A

Name: _____

Street Address: _____

Section: Lot Telephone (H) Telephone (W)

Instructions to Applicant

1. Consult Design Guidelines for specific details and documents required for each change.
2. Use and attach additional sheets as necessary to provide detailed information (permits, photos, sketches, etc.).
3. For a change in paint color, attach a paint color sample.
4. Include a copy of the builder's plat you received and show location of structural addition(s) and landscaping.
5. Give estimated start date and completion date of project.
6. Complete both sides of the Application.

Part B

DESCRIPTION OF ALTERATION

Check ► Addition to existing structure Alteration to existing structure Deck Fence

Part C

ARCHITECTURAL COVENANTS COMMITTEE ACTION

APPROVED as submitted..... Complete by: _____

Approved contingent upon:

DISAPPROVED by reason of: _____

Action required:

Authorized Signatures and Date of ACC Members

To the homeowner:

- ❶ An ACC decision is required on all Applications within 45 working days of receipt of a *complete* application; review of a *conforming* Application may take less time for a decision.
- ❷ If you disagree with the decision, please refer to Design Guidelines for appeal procedures.

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HOMEOWNER CERTIFICATION

1. I understand that compliance with the Association's Design Guidelines and approval by the Architectural Covenants Committee do not constitute compliance with the provisions of building and zoning codes of Fairfax County. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.
2. I understand that the Code of Fairfax County requires I file plans with the Division of Inspection Services for any construction requiring a building permit. For inspections call 703-222-0455. In-ground construction must be cleared by all utilities as prescribed in the Code of Fairfax County (Miss Utility: 1-800-552-7001).
3. I understand and agree that no construction or exterior alterations shall commence until written approval of the ACC has been received by me, and if unapproved alterations are made, I may be required to return the property to its former condition at my own expense if this Application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that members of the ACC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and agree that such entry does not constitute trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
6. I understand that the alteration authority granted by this Application will be revoked automatically if the alteration requested has not commenced within 180 days of approval date of this Application and completed by the date specified by the ACC.

Part D

Total number of attachments ↓

Owner's signature: _____ Date: _____

Mail or hand-deliver complete application to: Sequoia Management Company
(Attn: Jessica M. Azzarano)
13998 Parkeast Circle
Chantilly, Virginia 20151

Part E

SIGNATURES OF ADJACENT PROPERTY OWNERS WHO HAVE A VIEW OF THE ALTERATION

Name: _____ Lot number: _____

Street address: _____ Date: _____

Name: _____ Lot number: _____

Street address: _____ Date: _____

Name: _____ Lot number: _____

Street address: _____ Date: _____

Name: _____ Lot number: _____

Street address: _____ Date: _____

Note: signatures indicate only an awareness of the applicant's intent and not approval or disapproval.

Questions or concerns about this Application, contact Sequoia Mgmt @ 703-803-9641 or Jane Duncan @ 703-815-7025