

**APPLICATION FOR ALTERATION OR IMPROVEMENT  
FOREST GLEN ESTATES HOMEOWNERS ASSOCIATION, INC.**

To: Covenants Committee  
Forest Glen Estates Homeowners Association, Inc.  
c/o Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, Virginia 20151

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Owner: \_\_\_\_\_ Lot: \_\_\_\_\_ Phase/ Sec.: \_\_\_\_\_

Property Address: \_\_\_\_\_ Home/Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Work phone: \_\_\_\_\_

**Please submit the completed form and all required documents.**

**Directions:**

The Declaration of Covenants, Conditions, and Restrictions require that you submit to the Covenants Committee for approval, all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include the following:

- Plat Plan (survey) of your lot, with location of proposed modification marked
- Sketches/drawings, photographs, catalog illustrations, etc.
- Dimensions and materials for the proposed modification
- Colors of proposed improvement and photographs and colors of your existing color/house scheme
- For decks and porches, overall dimensions, a plan view (view from roof), and an elevation view (view from rear and sides)
- Signatures from all adjoining or affected property owners/neighbors

Please refer to your Forest Glen Estates Homeowners Association, Inc., Architectural Design and Maintenance Standards for instructions on General Considerations, Specific Guidelines and Submission Requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Covenants Committee's forty-five (45) day review period will not commence until all required submissions have been provided satisfactorily. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's Community Manager prior to submission of an application.

**Description of Proposed Change: (Please print or type)**

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details outlined above.

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ESTIMATED STARTING DATE & COMPLETION DATE OF CONSTRUCTION: \_\_\_\_\_

(After approval by the Covenants Committee)

Neighbor's Acknowledgements:

You are required to obtain the signatures of all adjoining or affected property owners. Signature by your neighbors indicates an awareness of your change and does not constitute approval or disapproval on their part.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_

Owners' Acknowledgements:

I/we understand and agree: (please initial)

1. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on the correctness of the locations, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. \_\_\_\_\_ that approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the County in which the property is located. It is the Owner/Applicant's sole responsibility to abide by all municipal, county, and local building guidelines, permitting and inspections.
3. \_\_\_\_\_ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in other instances.
4. \_\_\_\_\_ that no work on the proposed change shall begin until written approval of the Committee has been received by me; that, if work is begun prior to approval, 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 I may be required to pay all legal expenses incurred.
5. \_\_\_\_\_ that there shall be no deviations from the plans, specifications, and locations approved by the Committee without prior written consent of the Committee; any variation from the original application must be resubmitted for approval.
6. \_\_\_\_\_ that I authorize members of the Committee or Managing Agent to enter upon my Property to make one or more routine inspection(s).
7. \_\_\_\_\_ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date; otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. \_\_\_\_\_ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. \_\_\_\_\_ that I am responsible for any damages and all cost to repair green-space or community property that results from the proposed modification. Any change to grading or drainage impacting this homesite or other homesites, lots or common areas will be Owner/Applicant's responsibility to correct.

Owner Application Signature: \_\_\_\_\_

Co-Owner Application Signature: \_\_\_\_\_