

# London Towne Homeowners Association, Inc. Architectural Improvement Request Form

To: London Towne HOA Architectural Review Committee  
c/o Sequoia Management Company, Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151  
(703) 803-9641

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

Proposed Improvement:  Fence  Deck  Lighting  Windows  Color Change  
 Other (please describe)

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- APPLICANT MUST SUBMIT THE FOLLOWING WITH THE APPLICATION**
1. Site plan showing size, shape, and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties).
  2. Manufacturer's brochure, if available.
  3. Color samples, if applicable.
  4. Architectural plans/drawings (for major additions/improvements).
  5. Grading plan, if applicable.
  6. Detailed written description of improvement.

**Applicant hereby warrants that Applicant shall assume full responsibility for:**

1. All landscaping, grading, and/or drainage issues relating to the improvements.
2. Obtaining all required State or County approvals relating to said improvements.
3. Complying with all applicable State and County ordinances.
4. Any damage to adjoining property (including Common Area) or injury to third persons associated with the improvement.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Architectural Review Committee**

Date Application Received: \_\_\_\_\_

Request Approved As Submitted

Request Approved Subject To: \_\_\_\_\_

Request Disapproved Because: \_\_\_\_\_

\_\_\_\_\_  
Signature-ARC Member

\_\_\_\_\_  
Date