

Sheffield Manor Homeowner's Association

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**Architectural Improvement Request Form**  
Sheffield Manor Homeowners Association

**MAIL TO:** Sheffield Manor Homeowners Association  
c/o Sequoia Management Company  
13998 Parkeast Circle  
Chantilly, VA 20151-2283

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Phone: (H)** \_\_\_\_\_ **(W)** \_\_\_\_\_ **(Fax)** \_\_\_\_\_

Type of Alteration/Change (please check appropriate box):

- |                          |                   |                          |
|--------------------------|-------------------|--------------------------|
| <input type="checkbox"/> | Second Story Deck | Complete Section A below |
| <input type="checkbox"/> | Ground Level Deck | Complete Section A below |
| <input type="checkbox"/> | Fence             | Complete Section B below |
| <input type="checkbox"/> | Patio             | Complete Section C below |
| <input type="checkbox"/> | Storm Door        | Complete Section D below |
| <input type="checkbox"/> | Other             | Complete Section E below |

**Section A: Deck Additions**

Dimensions, across the back of the house: \_\_\_\_\_

Dimensions, length out from the house: \_\_\_\_\_

Elevation, from ground level: \_\_\_\_\_

Railing height, from deck surface: \_\_\_\_\_

Railing type (describe): \_\_\_\_\_

Type and color of materials: \_\_\_\_\_

**Section B: Fence Additions**

Total dimensions of the fence: \_\_\_\_\_

Fence type: \_\_\_\_\_

Type of gate: \_\_\_\_\_

Type and color of materials: \_\_\_\_\_



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I/we understand and agree to the following:

- That this modification may require a Prince William County building permit or may be subject to other governmental regulations. I/we agree to obtain all required city/county approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Sheffield Manor Homeowner's Association and not any obligations to the county or others as may be required.
- That I/we assume full responsibility for: all landscaping, grading and/or drainage issues relating to the improvements, any damage to adjoining property (including common area); and any injury to third persons associated with the improvement.
- That all work associated with the project will be completed within the property lines.
- That no work on this proposal will commence until I/we receive written approval of the Sheffield Manor Homeowner's Association. To do so is a violation of the Covenants of the Association and may result in my/our being required to remove an unapproved modification and restore my/our property to its original condition at my/our own expense if this application is disapproved. I/we also understand I/we may be held responsible for any legal fees incurred on behalf of the Sheffield Manor Homeowner's Association in enforcing this provision.
- That an approval is contingent upon the construction being completed in a timely and a professional and a workmanlike manner as per the specifications as submitted in this application.
- That there are architectural requirements addressed in the Architectural Control Guidelines and a review process as established by the Covenants of the Association and the Board of Directors.
- That the approval authority granted by the Sheffield Manor Homeowner's Association (if so granted) will automatically expire should the proposed project not be completed within one (1) year of the date of approval.
- That any variation from the original application must be submitted for approval of the Sheffield Manor Homeowner's Association.

**Owner/Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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(For Committee Use Only)

Approved \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Date of Decision: \_\_\_\_\_

Approved with conditions:

\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Committee Representative: \_\_\_\_\_

Committee Representative: \_\_\_\_\_

Committee Representative: \_\_\_\_\_