

Belle Terra Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM
do Sequoia Management Co.
13998 Park East Circle
Chantilly, VA 20151
(fax) (703) 8968-0936

Name of Applicant: _____ Date: _____
Address: _____ Lot #: _____
Telephone: (H) _____ (W) _____ (FAX) _____

Type of Alteration/Change (please check appropriate box)

- | | | |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <u>Second Story Deck</u> | Complete Section (a) below |
| <input type="checkbox"/> | <u>Ground Level Deck</u> | Complete Section (a) below |
| <input type="checkbox"/> | <u>Fence</u> | Complete Section (b) below |
| <input type="checkbox"/> | <u>Patio</u> | Complete Section (c) below |
| <input type="checkbox"/> | <u>Storm Door</u> | Complete Section (d) below |
| <input type="checkbox"/> | <u>Other</u> | Complete Section (e) below |

Section (a) Deck Additions

Dimensions: Across the back of the house: _____
Dimensions: Length out from house: _____
Elevation from ground level: _____
Railing Height (from surface of deck): _____
Railing type (describe): _____
Type of materials to be utilized: _____

Include information on any additional attachments, such as trellis, lighting, benches, flower boxes, etc.

Section (b) Fence Additions

Total Dimensions of the fence: _____
Fence Type: _____
Type of Gate: _____
Type of materials to be utilized: _____

Section (c) Patio Additions

Total Dimensions of the patio: _____
Type of materials to be utilized: _____

Section (d) Storm Doors

Placement of Door: _____
Describe type of Storm Door: _____
Describe color of Storm Door as it relates to the following:
Front Door, Siding (Brick), and Trim _____

Section (e) Other

Please provide an explanation of the project, providing details on dimensions, materials, colors as applicable

All applications must be accompanied by the following materials:

- Attached architectural plans/drawings or photographs of the proposed project. Drawings **MUST** show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples if necessary and manufacturer's brochure, if available.
- Attach a copy of the property plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties.) Grading plan must be included, if applicable
- Obtain the signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

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 Address: _____ Lot Number: _____

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I understand and agree to the following:

- ▶ that this modification may require a County building permit or may be subject to other governmental regulations. I 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 Association and not any obligations to the County or others as may be required.
- ▶ that I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- ▶ that no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.
- ▶ that an approval is contingent upon the construction being completed in a timely and a professional and workmanlike manner as per the specifications as submitted in this applications.
- ▶ the members of the Association may enter upon my property to make a routine inspections.
- ▶ that there are architectural requirements addressed in the Design Standards and the Declaration and a review process as established by the Board of Directors.
- ▶ that the approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval
- ▶ that a variation from the original application must be submitted for approval of the Association

Owner/Applicant's Signature: _____ Date: _____

 (For committee Use Only)

- Approved
- Disapproved
- Approved with conditions: _____
 Comments: _____

Committee Representative: _____ Date of Decision: _____