

# Carterwood Community Association

C/O Sequoia Management, INC.

13998 Parkeast Circle

Chantilly, Virginia 20151

Phone: 703-803-9641

**IMPORTANT – PLEASE READ!** Do not fax applications to the office. Faxed applications will not be accepted. Please be sure you have provided all necessary information. Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines. **Please submit only one (1) improvement per application to avoid confusion and/or project delays.**

## PLEASE PRINT CLEARLY

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

E-mail: \_\_\_\_\_ @ \_\_\_\_\_

**PROJECT TYPE (i.e. deck, fence, etc.):** \_\_\_\_\_

**Detailed Description:** \_\_\_\_\_

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

## ARCHITECTURAL REVIEW BOARD DECISION

**Approved as submitted**

**Approved subject to:** \_\_\_\_\_

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

**Suspended Pending Submission of:** \_\_\_\_\_

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

**Denied due to:** \_\_\_\_\_

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

\_\_\_\_\_  
*ARB Chairperson*

\_\_\_\_\_  
*Date*

**APPLICATION REQUIREMENTS:**

**You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.**

1. Detailed written description of improvement including placement, construction/installation details, etc. (if not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Plat / survey of your property / lo. Indicate the location of the proposed changes(s) on the plat.
3. Sketch, photo, or manufacturer’s brochure showing the design/style of the improvement.
4. Description of materials, Color/finish of the material – include color samples.
5. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

**NEIGHBOR ACKNOWLEDGEMENT:**

You are required to obtain the signatures of the two (2) adjacent property owners most affected by the proposed change. Signature by your neighbors indicate an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

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

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

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

- (i) All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*