

# ARCHITECTURAL IMPROVEMENT REQUEST FORM

## ***CROSSROADS HOMEOWNERS ASSOCIATION***

To: Architectural Review Committee  
c/o Sequoia Management Company Inc.  
13998 Parkeast Circle  
Chantilly, VA 20151

Name(s) of Applicant(s): \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

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

Description of Proposed Improvement (if more space is needed, please use back of this sheet):

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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 adjoining properties (including specific dimensions 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 (if not provided, application will be returned pending additional information).

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) All landscaping, grading, and/or drainage issues relation 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 association with the improvement.

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 Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Adjoining Neighbor

\_\_\_\_\_  
Signature of other Adjoining Neighbor

**Signatures of affected neighbors (those adjacent to your lot on all sides) are required for notification purposes only; however, without signatures the application may be delayed for review.**

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**ARCHITECTURAL REVIEW COMMITTEE RESPONSE:**

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

\_\_\_\_\_ Request approved as submitted.

\_\_\_\_\_ Request approved subject to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Request disapproved.

Reason for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – ARC Member

\_\_\_\_\_  
Date