

Please plan ahead and allow for a 45 day review process by the ARB!

APPLICATION FOR EXTERIOR MODIFICATION

Please mail to: Stonegate at Ashburn Homeowners Association
C/O Sequoia Management Company
13998 Park East Circle
Chantilly, VA 20151

OR Application may be emailed to: Shannon@sequoiamgmt.com, Jsimms@sequoiamgmt.com, or Jaimie@sequoiamgmt.com.

Please print and read all pages of the requirements before signing on Page 4 and submitting this application.

APPLICANT'S NAME: _____

ADDRESS OF PROPOSED

CHANGE: _____

MAILING ADDRESS (if different): _____

Phone: (H) _____ (W) _____ (C) _____

Email(s): _____

GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change, including the purpose or reason for the change, the type and color of materials to be used (include samples), site plan (plat) showing location on the property, and any other pertinent information required to evaluate the proposed change

PLEASE INCLUDE THE FOLLOWING INFORMATION:

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

- Plat of your property with the modification drawn on the plat as to location
- Overhead and side elevation drawings
- Dimensions of modification
- Materials being used
- Colors being used
- Drawings or pictures if available
- Will the grading of the lot be affected by this project?

Date proposed modification is to commence: _____

Date proposed modification is to be completed: _____

NEIGHBOR ACKNOWLEDGEMENT:

You are required to obtain the signature of **ALL** adjacent property owners affected by the proposed change. Your neighbors' signatures indicate an awareness of your proposed change and does not constitute approval or disapproval on their part.

Name:_____	Name:_____
Address:_____	Address:_____
Signature:_____	Signature:_____
 Name:_____	 Name:_____
 Address:_____	 Address:_____
 Signature:_____	 Signature:_____

***It is the homeowner's responsibility to notify contractors NOT to drive on or damage common area or other neighboring property in anyway. If a contractor damages the common area or neighboring property it will be the responsibility of the homeowner to correct the damages. ***

1. REQUIRED EXHIBITS AND SUPPORT DOCUMENTATION:

The supporting exhibits or supporting documentation listed below must accompany this application for exterior change, as applicable for the proposed change. An application submitted without all required documentation will be considered incomplete. In such case, the review will not commence until all required documentation has been provided. In general, an applicant should provide all documents and exhibits required by the local government authority.

- A. Paint or Stain Colors** — (New structures or color change) A sample of the color(s) to be used must be provided, both for re-painting or re-staining existing improvements and for structural additions.
- B. Finish Materials**— A description and/or sample of all finish materials must be used for the surface of proposed improvements must be provided.
- C. Site Plan** — A site plan (plat) drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit and adjacent dwelling units must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- D. Architectural Drawings and Landscape** — Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and major landscape improvements which would change the topography of the lot or landscape plan.
- E. Photographs** — The inclusion of photographs, brochures, and catalog illustrations are appropriate for exterior lighting fixtures, decorative objects and similar cosmetic additions to the lot or unit.
- F. Other Exhibits** — Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the Association or Managing Agent prior to the submission of an application.

2. NOTES:

A. Nothing contained herein shall be construed to represent that alterations to lots or buildings in accordance with these plans shall not violate any of the provisions of local Building and Zoning Codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restrictions.

B. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said judgment.

C. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Association.

D. Owner further understands and agrees that any alteration undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition at the Owner's expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of the Owner.

E. Owner agrees to give the Association and/or Managing Agent express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress, and the completed project.

F. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications of said alterations.

Owner understands the authority to perform an alteration granted by this application will automatically expire if work is not commenced within 180 days following approval and completed within 30 days, or other time frame authorized by the Association.

Signature of Owner

Date _____

Signature of Owner

Date

☐ **APPROVED AS SUBMITTED**

☐ **APPROVED SUBJECT TO:** _____

☐ **SUSPENDED PENDING SUBMISSION OF:** _____

☐ **DISAPPROVED DUE TO:** _____

Signature of ARB Member

Date _____