

ARCHITECTURAL IMPROVEMENT REQUEST FORM

LAKE HOMES ASSOCIATION

c/o Sequoia Management Company, Inc.
13998 Parkeast Circle
Chantilly, VA 20151-2283
Fax 703.968.0936

Name of Applicant: _____

Address: _____

Lot Number: _____ Phone: (H) _____ (W) _____

Email Address: _____

START DATE: _____ COMPLETION DATE: _____

Detailed Description of Proposed Improvement(s): _____

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. Plat/survey of your property/lot. Indicate the location of the proposed change(s) on the plat.
2. Manufacture's brochure, sketch (overhead and side view), and/or photograph showing the design/style of the proposed change(s).
3. Indicate the color/finish. Include 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.)

NEIGHBOR'S ACKNOWLEDGEMENT:

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

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

(OVER)

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 Property Owner

Date

Date Application Received: _____

☐ **APPROVED AS SUBMITTED**

☐ **APPROVED SUBJECT TO:** _____

☐ **SUSPENDED PENDING SUBMISSION OF:** _____

☐ **DISAPPROVED DUE TO:** _____

Signature – ARC Member

Date