

ARCHITECTURAL IMPROVEMENT APPLICATION

CRAMER'S RIDGE HOA
c/o Sequoia Management
13998 Parkeast Cr Chantilly, VA 20151
703.803.9641
lcurtis@sequoiamgmt.com

Homeowner Name: _____ Date: _____

Address: _____ Email: _____

Section: _____ Lot #: _____ Single Family: _____ Townhouse: _____ Condo: _____

Telephone: (H) _____ (Cell) _____ (W) _____

Type of Project:

_____ Deck _____ Patio _____ Fence _____ Landscape _____ Other (i.e. storm door, color change)

The Declaration of Covenants requires that you submit to the Covenants Committee for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee or your community Board of Directors your application must include detailed information describing the proposed change. Make sure your application is complete. An application submitted without all required submissions will be considered incomplete and returned. In such case, the Covenants Committee's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from CMC prior to submission of an application.

Construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Committee shall be deemed conclusively to have lapsed and to have been withdrawn.

I/We acknowledge that I/We have reviewed the community design guidelines prior to submitting this application. Please check with TownSq or your community website to review your community design guidelines. Contact the Architectural Department with any questions.

Signature: _____

Date: _____

Signature: _____

Date: _____

Application Checklist:

The following items must accompany all Applications. Incomplete applications will be returned. Please mark each item.

_____ **Application fee submitted, if applicable.**

_____ Architectural plans or scale drawings, elevations, dimensions of the proposed project.

_____ Building materials, colors, railing or baluster details, samples and/or manufacturer's brochure/cut sheet.

_____ A copy of the property plat/site survey marking size, shape and location, measurements/dimensions of improvement.

_____ Grading plan if changes to lot grading or drainage are proposed.

_____ **Full view photos** of your lot and house clearly showing location of proposed project.

_____ Material samples (**colored** photos will suffice).

_____ Signatures of all adjoining or affected property owners.

Deck Section:

Dimensions:

Width: (across rear of house) _____ Depth: (out from house) _____ Height: _____

Railing Type (i.e. white vinyl with black balusters): _____

Patio Section:

Dimensions:

Width: (across the rear of the house) _____ Depth: (out from the house) _____

Type of Materials to be utilized: _____

Fence Section:

Total Dimensions of Fence: _____

Style/Type: _____

Type of Gate(s): _____

Stain Color (please provide color sample): _____

Other: _____

Adjacent Property Owner Notification:

By signing below, you indicate that you are the ***owner*** of an adjacent property to the above listed property. Your signature only indicates your awareness of the project proposed in the attached application. This does not signify your approval.

Name: _____ Date: _____

Address: _____

Signature: _____

Name: _____ Date: _____

Address: _____

Signature: _____

Name: _____ Date: _____

Address: _____

Signature: _____

Name: _____ Date: _____

Address: _____

Signature: _____