

Architectural Application Submission Instructions

Applications can be submitted via the following ways:

1. Mailed or dropped off at our office

Sequoia Management Co, Inc.
Attn: Tamera Scales
13998 Parkeast Circle
Chantilly, VA 20151

2. Emailed to tscales@sequoiamanagement.com

Please review the following instructions prior to submitting your application:

1. All applications must be filled out **completely**- No Exceptions.
2. All applications require neighbors' signatures, this is also required for approval of pre-existing items.
3. Homeowners must fill out and sign the application, tenants may not request architectural changes.
4. Please submit appropriate pictures/dimensions/plats with your application for any proposed changes. All pictures and color samples must be in color.
5. If you need a property plat please contact Fairfax County at 703.222.1082, or your mortgage company.
6. Multiple items may be put on one application, however, for large projects/changes it is recommended you fill out an application for each item.
7. If emailing your application, the document must be scanned as ONE file, standard sized 8x11.
8. Partial or incomplete applications will not be submitted for review. You will have 15 days to submit the required information before your application is returned to you.
9. A legible and thorough application will ensure your request is processed quickly and efficiently.