

Architectural Improvement Application Attachment B

Name: _____

Address: _____

Section: _____ Lot (if known): _____

Email: _____

Phone:

Home: _____

Cell: _____

Application for:

Estimated Completion Date: _____

Refer to the Revised Architectural Guidelines and Standards (2017), Table 1. ARC Application Required for the information that is to be supplied to the ARC.

Signatures of three (3) adjoining and immediate homeowners (see figure 1) are required. If the residence is to a non-Greenhill Crossing Community resident, it may be appropriate to have that resident's signature and counts as one of the three signatures. *Signatures indicate awareness, not approval or disapproval of the proposed change.* Homeowners who are concerned with the changes or have significant questions about the changes should attend the ARC meeting when the application is being reviewed.

Name: _____ Section: _____ Lot: _____

Address: _____

Name: _____ Section: _____ Lot: _____

Address: _____

Name: _____ Section: _____ Lot: _____

Address: _____

I have read and agree with the stipulations listed on page 2 of this form.

Owner's Signature:

Date: _____

ARC/Management Company Section

(only ARC or management company should complete this section)

Final Inspection Date: _____

ARC Action:

Approved

Disapproved and Reason(s): _____

Comments or Stipulations: _____

ARC Signatures

_____ Date: _____

ARC Chairperson

_____ Date: _____

_____ Date: _____

_____ Date: _____

Please submit your application to the Management Company via email at tshoefstall@sequoiamgmt.com

or postal mail :

Sequoia Management
Attention: Tammi Shoefstall
13998 Parkeast Circle
Chantilly, VA 20151-2283

If you disagree with the decision, an appeals procedure is provided by the Greenhill Crossing Community Association Board of Directors. A written request for an appeal must be made within 10 days of the ARC's decision.

1. I understand that compliance with Greenhill Crossing Design Guidelines and approval by the Architectural Review Committee (ARC) does not necessarily constitute compliance with the provisions or building and zoning codes of Prince William County and/or the Town of Haymarket. (The building ordinance of the Prince William County Building Department requires that you file plans with the Building Inspector at his office in the Prince William Building located at One County Complex Court, Davis Ford Road (703-792-6924) for construction requiring a building permit. Building permits for the Town of Haymarket can be obtained at Town Hall 15025 Washing Street (703-754-4816). Further, nothing herein contained shall be construed as a waiver or modification of any county restriction.
2. I understand and agree that no construction or exterior alteration shall commence until I have received written approval of the ARC. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
3. I understand that members of the ARC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. ARC decision is required on all applications within 45 working days of receipt by ARC of a complete application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specified by the ARC.
7. The ARC meets the fourth Monday of every month. All applications must be submitted to Sequoia Management no later than the third Monday prior to the meeting so Sequoia has sufficient time to review the application for its completeness. If an application is returned for additional information and the information is not provided by the Monday prior to the meeting, the application will not be included in the package for consideration.

Please email your application to Sequoia Management at tshoefstall@sequoiamgmt.com or mail to:

Sequoia Management
Attention: Tammi Shoefstall
13998 Parkeast Circle
Chantilly, VA 2051-2283

Phone: 703-803-9641

Fax: 703-968-0936