

HOMEOWNERS ASSOCIATION ARCHITECTURAL IMPROVEMENT REQUEST FORM

To: **Board of Directors/Architectural Committee**
c/o Sage Property Management
P.O. Box 816
Alexandria, Virginia 22313

(O) 703-740-9147 / (F) 703-740-9173

Community Name: _____

Name of Applicant: _____

Mailing Address: _____

Lot Address: _____ Account #: _____

Telephone Numbers: [H] _____ [W] _____

Proposed Improvement: _____

Applicant must submit in duplicate with application the following:

- a. **Site plan** showing size, shape and location of improvement to residence and to adjoining properties;
- b. **Manufacture's brochure**, if available;
- c. **Color samples** [provide paint swatches], if applicable;
- d. **Architectural plans/drawings** [for major additions/improvements];
- e. **Grading plan**, if applicable;
- f. **Detailed written description**[if not provided, application will be returned], including expected start and completion dates.

Applicant hereby warrants that Applicant shall assume full responsibility for:

- a. **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];
- b. **Obtaining all required city, Town or County approvals** relating to said improvements;
- c. **Complying with all applicable city, Town or County ordinances**;
- d. **Any damage to adjoining property and common area, or injury to third persons associated with the improvement.**

Applicant hereby states that the applicant has read the architectural guidelines and hereby agrees that all work will be in compliance with those guidelines:

[Signature of Applicant]

[Date]

BOARD/ARCHITECTURAL COMMITTEE RESPONSE:

Date Application Received: _____

_____ Request approved as submitted.

_____ Request approved subject to: _____

_____ Response suspended pending submission of: _____

_____ Request disapproved because: _____

[Signature – Board/Committee Chairman]

[Date]