

Application for Exterior Alteration

Date of Application: _____

Homeowner's Name: _____

Address of proposed alterations: _____

Lot Number: _____

Telephone Number: (H) _____ (W) _____

Email Address _____

Proposed Exterior Alteration: _____

Proposed beginning date of exterior alteration: _____

Amount of time expected to complete the project: _____

Describe the proposed changes. **In order for your application to be processed it must include all of the required information, photos, specs, drawings etc. For more information on what is required, see the ARC Submittal Requirement Matrix on page 2 of this document and/or section 1(c) of the ARC Guidelines.**

- Please refer to ARC Guidelines when considering any exterior change. Feel free to seek direction from members of the ARC and/or the Property Manager when planning your project and completing this application.
- **The application must include a color photo of the current item (ex: Current color of shutters) or proposed area to be changed (ex: Current back yard area where a shed will be installed)**
- If replacing aluminum siding with vinyl, an application is required even if the color remains the same.
- Be sure to include the size and style/profile of your siding. Example: Dutch Lap 4”.
- Unless requested by the ARC, proof of county permit is not required but helpful if submitted.
- Website links must direct the ARC to the exact page where the product can be viewed.
- Approval from the homeowner's association does not waive or modify any state of Virginia or Fairfax County building codes or like restrictions. When appropriate, a building permit from Fairfax County should be secured.
- Approval of this application may be automatically revoked if approved changes do not commence within 90 calendar days of the approval date. In addition, approval of this application may be automatically revoked if approved changes are not completed within 90 days of the commencement date.

The ARC will acknowledge, review and respond to all applications promptly. The approval process may take longer than thirty (30) days if the application does not furnish the required information in the initial application or respond promptly to ARC requests for further information. Once all the required documentation has been received by the ARC, the thirty (30) day time period begins.

