
**CARRIAGE LAWN AT BARKLEY HOMEOWNERS ASSOCIATION
DESIGN REVIEW APPLICATION
(Effective 15 June 2014)**

To: Architectural Review Board
Carriage Lawn at Barkley Homeowners Association
c/o GHA Community Management – Brian Heisler
3020 Hamaker Court, #300
Fairfax, Virginia 22031
(703)752-8300 – Office
(703)876-9594 – Fax or Email to Community.Manager@CarriageLawn.org

Property Owner(s) _____

Property Address _____

Mailing Address (if different) _____

Phone _____ E-mail _____

DIRECTIONS: The Declaration of Covenants requires that you submit to the Architectural Review Board (hereinafter referred to as “ARB”) for approval all proposed exterior additions, changes or alterations to your house and lot. In order to be considered by the Covenants Committee your application must include detailed information describing the proposed change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the ARB review period will commence when all required submissions have been received. 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 GHA prior to submission of an application.

DESCRIPTION OF PROPOSED CHANGE: Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

PURPOSE OF IMPROVEMENT _____

ESTIMATED START DATE _____
(After ARB Approval ONLY)

ESTIMATED COMPLETION DATE _____

NEIGHBOR NOTIFICATION: Please provide proof of notification to owners of adjacent lots – either by signatures below OR proof of email delivery of notice OR a stamped and dated receipt from the US Postal Service showing delivery street addresses. Notification to your neighbor indicates their awareness of the proposed changes, and **does not** constitute approval or disapproval on their behalf.

Name _____	Name _____
Address _____	Address _____
Signature _____	Signature _____

OWNER UNDERSTANDS AND AGREES TO THE FOLLOWING CHECKED ITEMS:

Approval by the ARB shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.

Approval by the ARB shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.

Approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the ARB to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.

No work on the proposed change shall begin until written approval of the ARB has been received by me; and that, if work is begun prior to approval, 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 I may be required to pay all legal expenses incurred.

There will be no deviations from the plans, specifications, and location approved by the ARB, without prior written consent of the ARB; any variation from the original application must be resubmitted for approval.

I authorize members of the ARB or managing agent to enter upon my Property to make one or more routine inspection(s).

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 ARB shall be deemed conclusively to have lapsed and to have been withdrawn.

Owner is responsible and obligated to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.

I/we am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

I/we have read the Design Review Guidelines and the proposed additions, changes or alterations conform to the Guidelines.

Required Attachments: Descriptive information (plans and specifications, including sketches, photos, illustrations, etc. with the nature, kind, shape, color, dimensions, material & a copy of the survey with the location marked).

Owner Signature _____ Date _____

Co-Owner Signature _____ Date _____

PROCESSING RECORDS (to be filled-in by HOA Management and the ARB Representative)

_____	_____	NOTES _____
GHA Received By	Date	_____
Approved By	Date	_____
ARB Approved By	Date	_____
_____	_____	_____