

APPLICATION FOR EXTERIOR MODIFICATION  
CEDAR PARK TOWNHOMES ASSOCIATION, INC.

Please Mail or Deliver to:

CPTA  
C/o American Management of VA  
7900 Sudley Road, Suite 600  
Manassas, Virginia 20109

NAME: \_\_\_\_\_

ADDRESS OF PROPOSED CHANGE: \_\_\_\_\_

(H): \_\_\_\_\_ (E-MAIL): \_\_\_\_\_

GENERAL DESCRIPTION OF PROPOSED CHANGE:

Provide a description of the proposed change including the purpose or reason for the change, the type and color of materials to be used, location on the property, and any other pertinent information required to evaluate the proposed change.

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REQUIRED EXHIBITS AND SUPPORTING DOCUMENTATION:

The supporting exhibits or documentation listed below must accompany the design review application for the proposed change, as applicable. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Control Committee's (ACC's) 30-day review period will not begin until all required submissions have been provided. In general, an applicant should provide all documents and exhibits required by Prince William County.

- a. Paint or Stain Colors – A sample and model number of the color(s) to be used must be provided, both for repainting or restaining existing improvements and for structural additions, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.

- b. Finish Materials – A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements must be provided.
- c. Site Plan – A site plan, drawn to scale, showing the location and dimensions of the proposed improvement including orientation with respect to the property lines, unit, and adjacent dwelling units, must be provided for decks, patios, walls, storage sheds, fences, major landscape changes which require approval, and structural additions to the home.
- d. Architectural Drawings and Landscape – Detailed architectural drawings or plans must be provided for decks, storage sheds, and structural additions to the home and for major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
- e. Photographs – The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects, and similar cosmetic additions to the unit or lot.
- f. Other Exhibits – Other exhibits may be required in order to permit adequate evaluation of the proposed change. Homeowners are advised to seek guidance from the ACC or Management Agent prior to submitting an application.

ESTIMATED STARTING DATE OF CONSTRUCTION: \_\_\_\_\_  
(After approval by the ACC)

ESTIMATED COMPLETION DATE: \_\_\_\_\_

Notes:

- a. All Prince William county ordinances must be complied with.
- b. Where required, building permits shall be obtained prior to the start of any construction. Nothing contained herein shall be construed as a waiver of said requirement.
- c. Owner understands and agrees that no work on this request will commence until written approval has been obtained from the Board.
- d. Owner further understands and agrees that any exterior alterations undertaken before written approval is obtained is not permitted and that the Owner may be required to restore the property to its former condition

at Owner's own expense if such alterations are made and subsequently disapproved in whole or part. Further, Owner understands that any legal expense associated therewith may be the responsibility of Owner.

- e. Owner agrees to give the ACC and/or Management Agent express permission to enter on the Owner's property at a reasonable time to inspect the proposed project, the project in progress, and the completed project.
- f. Owner understands that any approval is contingent upon the completion of alterations in a workmanlike manner and in accordance with the approved plan and specifications for said alterations.

Owner understands that the authority to perform an alteration granted by this application will automatically expire if work is not completed within six (6) months following approval or such other time frame as may be authorized by the Board

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Date application Received: \_\_\_\_\_

Date Approved by Board: \_\_\_\_\_

BOARD Member Signature: \_\_\_\_\_