

**SPRING PARK STATION**  
C/O American Management of Virginia, Inc.  
7900 Sudley Rd. Suite 600  
Manassas, VA 20109  
Phone: 703-530-1550 – Email: [bking@amvirginia.com](mailto:bking@amvirginia.com)

**IMPORTANT! PLEASE READ CAREFULLY:** Please submit only (1) improvement per application to avoid confusion and/or project delays. Please be sure you have provided all of the necessary information to complete your application (see page 2 for application requirements). Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines. Do not fax applications. Faxed material is often unclear when transmitted (i.e. photos, drawings, etc.).

**PLEASE PRINT CLEARLY**

Name:

Address:

City:

Email:

**PROJECT TYPE**

**Detailed Description:**


**ARCHITECTURAL REVIEW BOARD DECISION**

- ☐ Approved as Submitted
- ☐ Approved Subject to: \_\_\_\_\_
- ☐ Suspended Pending Submission of: \_\_\_\_\_
- ☐ Denied due to: \_\_\_\_\_

\_\_\_\_\_  
ARB Chairperson

\_\_\_\_\_  
Date

**APPLICATION REQUIREMENTS:**

**You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.**

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
3. Sketch, photo or manufacturer's brochure showing the design/style of the improvement.
4. Description of materials. Color / finish of the material – include color samples.
5. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

**NEIGHBOR ACKNOWLEDGEMENT:**

You are required to obtain the signature of the two (2) adjacent property owners most affected by the proposed change. A signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____	Name: _____
Address: _____	Address: _____
Lot #: _____	Lot #: _____
Signature: _____	Signature: _____

**Applicant hereby warrants that Applicant shall assume full responsibility for:**

- (i) 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)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

_____ <i>Signature of Owner</i>	_____ <i>Date</i>
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