

List proposed changes: \_\_\_\_\_ Return all copies to Centre Ridge Regent.

**Centre Ridge Regent Exterior Alteration Application**  
Centre Ridge Regent HOA 14275 Uniform Drive Centreville VA 20121  
703-968-7505

**Instructions to applicant:**

**Complete all blanks. Incomplete applications will be returned for completion.**  
**Please consult the Architectural Guidelines for specific required details for each change.**  
**Provide required details on attached sheets. (sketches, scale drawings, architectural plans, etc)**  
**A sample of the color must be submitted with the application for all paint color changes.**  
**A copy of the plat is required for all alterations except storm doors/windows and paint color changes.**  
**Indicate on the plat the location of the proposed change.**

(Please Print or type)

Name : \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Address: \_\_\_\_\_ Work phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home Phone \_\_\_\_\_

Please circle single family home or townhome: Single Family      Townhome  
Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_ Proposed Alteration \_\_\_\_\_ Existing Alteration \_\_\_\_\_

**Describe changes desired:** ( Color, Style, Location, Size, Materials used, etc. )”See attached” is not sufficient description. Plans or description must include accurate dimensions/measurements, material used, locations and all other details requested in the Architectural Guidelines. (Example: 12 X 12 pressure treated pine deck with standard railings added to rear of home. See attached plans.) \_\_\_\_\_

**For Fence application:** “ Fence will not extend forward from rear corner of house more than 10 feet.”

\_\_\_\_\_  
Applicant’s Initials

**Signatures of adjacent property owners, plus other property owners who have a view of the change.** Only four signatures are required. **If the nearby properties are not yet occupied, the builder’s signature is required.** Signatures indicate **only** an awareness of the applicant’s intent and does not constitute approval or disapproval.(Only one signature per home.)

Name : \_\_\_\_\_ Lot : \_\_\_\_\_

Address : \_\_\_\_\_

Name : \_\_\_\_\_ Lot : \_\_\_\_\_

Address : \_\_\_\_\_

Name : \_\_\_\_\_ Lot : \_\_\_\_\_

Address : \_\_\_\_\_

Name : \_\_\_\_\_ Lot : \_\_\_\_\_

Address : \_\_\_\_\_

**OWNER’S SIGNATURE :** \_\_\_\_\_

Architectural Review Board Action Date : \_\_\_\_\_

\_\_\_ Approved as Submitted  
\_\_\_ Approved Contingent Upon \_\_\_\_\_

\_\_\_ Disapproved  
Reason for Disapproval \_\_\_\_\_

\_\_\_ Action Required \_\_\_\_\_

NOTE: If you disagree with the decision, an appeal procedure is set forth in the Declaration of Covenants, Conditions, and Restrictions and the Architectural Guidelines. A written request must be received by the ARB for the first appeal within 10 days of receipt of the written ARB decision. The ARB has 10 days to review; therefore, final ARB approval for appeals will take 20 days.  
If you have any questions or concerns about this application, contact the HOA office at (703) 968-7505.

Please read and sign the front of this form acknowledging that you have read and understand the statements below:

1. I understand that compliance with Centre Ridge Regent Architectural Guidelines and approval by the Architectural Review Board does not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County ( the building ordinance of the Fairfax County Building Department requires that you file plans with the building inspector at 352-0762 for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand and agree that no construction or exterior alteration shall commence until written approval of the Architectural Review Board has been received by me, and that if alterations are made, 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 that I may be required to pay all legal expenses incurred.
3. I understand that the members of the Architectural Review Board are permitted to enter on to my property at a reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. This application will usually take no longer than 30 working days when a conforming application has been submitted. An ARB decision is required on all applications within 45 days of receipt of a complete application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and completed by the date specified by the Architectural Review Board.
7. I understand that I may not rely upon a verbal approval by the Architectural Review Board, one of its members, or management. Architectural Review Board approvals are communicated in writing only.

The Board of Trustees and the Architectural Review Board wishes to thank you for your cooperation in reviewing and following your homeowner documents and the Architectural Guidelines.

Checklist of items needed to complete your application:

The check list is designed to aid you in providing a complete application.

- Plat. (IE. Indicate on the site plan the location of your proposed structure)
- Detailed drawings and/or plans. (ie. Sketches, scale drawings, photos, catalog illustrations, architectural plans)  
Note: Must have drawings of fence and gate.
- Elevation of deck. (Please enclose height from deck to the ground.)
- Railing height.
- Railing design, detail, and number of starburst.
- Description of materials.
- Estimated start and completion dates. (Actual dates must be given-M/D/Y.)
- Your signature.
- Paint Sample. (if applicable)
- Initial the statements referring to compliance with decks and fences.
- Storm Door (color of door, color of house trim and door trim, picture of door required.)
- Four signatures of neighbors who have a view of the change.

Note: Incomplete applications will be disapproved.

Please mail or deliver your application to the address on page one no later than the second Tuesday of the month.