

# DEMORY FARM ARCHITECTURAL IMPROVEMENT REQUEST FORM

Name of Applicant: \_\_\_\_\_ Lot Number \_\_\_\_\_

Address: \_\_\_\_\_ Charles Town, WV 25414

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

## **DETAILED DESCRIPTION OF PROPOSED IMPROVEMENT(S):**

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*Use this space to sketch a drawing, insert a picture or provide additional details.*

**APPLICATION REQUIREMENTS:** The following items must be submitted with this request form. Failure to submit these items will delay your request.

1. Plat or survey of your property indicating the location of the proposed change(s). If you are planning to install a fence, include the fence type, height and style of the lots directly connected to yours.
2. Manufacture's brochure, sketch (overhead and side view), and/or photograph showing the design or style of the proposed change(s).
3. **Detailed** written description of improvement including size, type of construction, color or finish, height for decks, etc.
4. Architectural plans or drawings (for major additions or improvements). Not necessary for fences, decks or patios.
5. Grading plan, if changes to the grading of your lot will change or affect adjoin lots.

**NEIGHBOR'S ACKNOWLEDGEMENT:**

You are required to obtain the signatures of the two (2) property owners whom will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your request and **does not** constitute approval or disapproval on their part. Neighbors can contact the Architectural Review Committee if they have any questions or comments about your request.

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

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

Lot Number: \_\_\_\_\_ Lot/Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

1. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by the Developer currently in place affecting the lot)
2. Obtain all required city, town or county approvals relating to your request and comply with each.
3. Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
4. Contacting Miss Utility at (800) 245-4848 and any other utility companies to ensure utilities are not disrupted.

The applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

**Mail: Demory Farm Architectural Review Committee**

**PO Box 781**

**Ranson, WV 25438**

**Email: [board@demoryfarm.com](mailto:board@demoryfarm.com)**

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***For Architectural Review Committee***

Date this request form was received: \_\_\_\_\_

☐ **APPROVED AS SUBMITTED**

☐ **APPROVED SUBJECT TO:** \_\_\_\_\_

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☐ **NOT APPROVED DUE TO:** \_\_\_\_\_

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Signature of Architectural Review Committee Member

\_\_\_\_\_  
Date