

GREAT FALLS CROSSING COMMUNITY ASSOCIATION

ARCHITECTURAL MODIFICATION FORM

INSTRUCTIONS: Consult the Great Falls Crossing Covenants and Architectural Regulations for detailed information concerning permitted exterior alterations and the architectural review process. You may download all community forms and policies at our community website www.greatfallscrossing.org. Submit a copy of this application along with details, plans, material information (i.e., manufacturer's brochure) and/or **physical samples (photocopies of materials or colors may be considered on a case-by-case basis)** to permit the Architectural Review Board Committee (ARB) to evaluate the proposed change(s) in one of several ways:

Via mail or hand delivery at:
Capitol Property Management
3914 Centreville Road #300
Chantilly, Virginia 20151

via email to:
iketterman@capitolcorp.com

APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS PROVIDED.

Per the Association's Governing Documents, the Architectural Review Committee and Board of Directors have **forty-five (45) days**, from the date of receipt of a completed application, with the required supporting documents, to provide a decision to this request. Please note that the requested modification must be completed within six (6) months of approval, or re-application will be required. Please be sure to completely answer every question below.

DATE: _____

OWNER'S NAME: _____

PROPERTY ADDRESS: _____

MAILING ADDRESS (if different from above): _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

MODIFICATION REQUEST: ☐ DECK ☐ FENCE ☐ FRONT/STORM DOOR ☐ ROOF ☐ SHED ☐ WINDOWS ☐ OTHER

A PLAT is required for ALL NEW ground installations.

DETAILED DESCRIPTION OF PROPOSED CHANGE(S):

DECK

Total Square Feet: _____

Dimensions: _____

Type of Wood Used: _____

Building Permit Number: _____

Wood must be pressure treated

Drawing of any lattice work must be attached

Drawing of rail detail must be attached

Drawing of deck floor plan on **PLAT** must be attached**SHED**

Shed Dimensions: _____

Height of Shed: _____

Height of Fence: _____

Main material used: _____

Type of material used for roof: _____

Shed location drawing must be attached

Architectural drawing or photo must be attached

FENCE

Height of Addition: _____

Existing Height: _____

Type of Wood Used: _____

Fence must be board on board, pressure treated wood

Drawing of proposed fence line on **PLAT** must be attached

Property must already be surveyed

STORM DOOR

Color of House Trim: _____

Front or Back Door: _____

Color of Front Door: _____

Photo or drawing of door must be attached

Type:

- ☐ Full view, painted same as front door trim color
☐ Full view, painted same as front door color
☐ Full view, bronze

- ☐ Full view, white (permitted on Ryan Homes ONLY)
☐ 1/2 view, painted same as front door color
☐ 1/3 view, painted same as front door color

OTHER

Written description of proposed modification (including type of material to be used): _____

OWNER ACKNOWLEDGEMENT: This will confirm that I/we have read the Great Falls Crossing Community Association's Covenants and Architectural Guidelines as they relate to this application, including those Guidelines in the construction of this proposed architectural change/addition/improvement. I/we further confirm that I/we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. I/we further agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from this requested change/addition/improvement. I/we acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances; obtaining all necessary permits and inspection and indemnify the Great Falls Crossing Community Association from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for all maintenance, repair and upkeep of any approved change/addition/improvement.

OWNER'S SIGNATURE: _____

DATE: _____

OWNER'S SIGNATURE: _____

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 the improvements 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, and finish of the material – Include color samples.
5. Architectural plans/drawing (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 four (4) adjacent property owners most affected by the proposed change. Signature by your neighbors indicates awareness of your proposed change and **does not** constitute approval or disapproval on their part.

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

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 parties associated with improvements.
- (v) The applicant hereby states that they have read the ARB Guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Owner

Date

Signature of Owner

Date