

**Florence Overlook Homeowners Association**  
**Architectural Review Board**  
**Home Improvement Review Application**

Name \_\_\_\_\_ Lot# \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

Cell or Other \_\_\_\_\_

Type of Project or Request

Description of Project or Request – Please include size/dimensions, materials, color, etc.

Please attach copies of plans, drawings, additional comments, etc., and a site plan or marked up plat indicating the location of the structure/improvement on your lot, and any other documentation you may consider helpful to the Architectural Review Board (ARB). Refer to Page 13 (Section 12) of your homeowner's association handbook for guidelines.

Submit Two (2) COPIES of the completed application with attachments to:

Florence Overlook Homeowners Association/ARB  
c/o: Ann Sturner  
6134 Stegen Drive  
Alexandria VA 22310

Date \_\_\_\_\_ Requestor Signature \_\_\_\_\_

# Helpful Guidelines for Homeowners

Below is a listing of pre-approved items/home improvements. Each project and site are different, therefore, the ARB reserves the right to require homeowners to submit an application, modify or remove a structure/fixture/decoration, if it does not meet with the ARB's approval and FOHOA guidelines.

*In the event homeowners proceed with projects requiring ARB approval without submitting an application in advance, the homeowners will be notified in writing by the ARB regarding their non-compliance and will have 48 hours to submit an application for the project cited. The ARB will attempt to return a decision on the delinquent application within 48 hours of receipt of the application.*

## Pre-Approved Items

- Planting or removal of trees up to 4" in diameter (at 2 feet above ground level).
- Removal of dead or diseased trees and shrubs.
- Replacing an existing *asphalt* drive (in-kind) with the same footprint.
- Addition or removal of planters, decorative pots, raised flower beds, and low voltage lighting.
- Installation of full view Storm door.
- Customary name and address signs, real estate, or lease signs.
- Painting or replacement of house shutters, doors, trim, siding, roofs, gutters, and outside structures such as decks, fences, and rails with like materials, colors, and stains. Alternative paint/stain colors beyond that of the existing home and/or neighborhood scheme must be approved by the ARB.
- Wood fences not exceeding 4 feet in height of the following type:

|                            |                                                            |                               |
|----------------------------|------------------------------------------------------------|-------------------------------|
| Board on board<br>Stockade | Alternating board on board post and rail (no wire<br>mesh) | Picket 4 or 5 Board<br>Estate |
|----------------------------|------------------------------------------------------------|-------------------------------|

Note – Side yard fenced-in areas shall be no closer than 15 feet from the front face of the house. The ARB must approve fence plans for all corner lots. Please ascertain easement restrictions and boundaries whenever a proposed project potentially impacts county or neighboring property. (Check your plat map or have a survey conducted, if necessary.) The ARB will be happy to provide you with illustrations of the fences listed above.

**“If in doubt, submit an application”**