

ARCHITECTURAL IMPROVEMENT REQUEST FORM OLD DOMINION VALLEY

To: Architectural Review Board
Sentry Management
50 Catoctin Circle., Ste.301 NE
Leesburg, VA 20176

Name of Applicant: _____

Address: _____ Lot Number: _____

City: _____ State: _____ Zip: _____

Telephone: (H) _____ (W) _____

Email Address: _____

START DATE: _____ COMPLETION DATE: _____

Detailed Description of Proposed Improvement(s):

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. See Homeowner Checklist for specific details based on type of improvement. Minimum requirements are listed here.

1. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat. If you are planning to install a fence, include the fence type, height and style of lots directly connected to yours.
2. Manufacturer's brochure, sketch (overhead and side view), and/or photograph showing the design / style of the proposed change(s).
3. Indicate the color / finish. Include color samples.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement. (If not provided application will be returned pending additional information).

NEIGHBOR’S ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) property owners who will be most affected by the proposed change. 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/
Block: _____ Lot/Block: _____ 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 ARB guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Property Owner

Date