

Applicant Name: _____
Application For: _____

Date: _____

The Preserve Architectural Review Committee

Architectural Improvement Application Request

To: The Preserve HOA, Architectural Review Committee

Name of Applicant: _____

Address: _____

Lot Number: _____

Telephone (m) _____ (w) _____

Email Address _____

The Architectural Review Committee (ARC) meets every month, usually the 3rd Wednesday of the month. The Committee must receive all applications at least 72 hours prior to the meeting. Four copies of the application and attachments are needed in order to process the request. Incomplete applications will be returned.

Proposed Improvement:

Applicant must submit the following information with the application:

1. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties. Drawings should be drawn to scale.
2. Manufacture's brochure, if available.
3. Color samples, if available.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable

<p>Date Received: _____ Meeting Date: _____</p> <p>Received By: _____</p> <p>Action by ARC: _____</p> <p>Home Owner Notified By: _____</p>	<p style="text-align: center;">ARC Member Signatures</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;">_____</td><td style="width: 33%; text-align: center;">_____</td><td style="width: 33%; text-align: center;">_____</td></tr><tr><td style="text-align: center;">Yes</td><td style="text-align: center;">Yes</td><td style="text-align: center;">Yes</td></tr><tr><td style="text-align: center;">No</td><td style="text-align: center;">No</td><td style="text-align: center;">No</td></tr></table>	_____	_____	_____	Yes	Yes	Yes	No	No	No
_____	_____	_____								
Yes	Yes	Yes								
No	No	No								

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6. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties. Drawings should be drawn to scale.
7. Manufacture's brochure, if available.
8. Color samples, if available.
9. Architectural plans/drawings (for major additions/improvements).
10. Grading plan, if applicable
11. Detailed written description of improvement (If not provided application will be returned pending addition information).

Applicant hereby warrants that Applicant shall assume full responsibility for:

- i. All landscaping, grading and/or drainage issues relating to the improvements;
- ii. Comply with all applicable Fairfax County ordinances and obtain all required Fairfax County approvals relating to said improvements;
- iii. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement;
- iv. Applicant hereby states that they have read the Covenants and the ARC Guidelines and agree that all work performed will be in compliance with both the Covenants and Guidelines

Is a Fairfax County Permit needed for the improvement? Yes _____ No _____

Signature of Applicant

Date

Applicant: You must obtain the signatures of each of the impacted lot owners concerning your application. An impacted lot owner is any property owner who is affected because they are adjacent to, or have a view of the change that is being requested.

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Impacted Lot Owner: Signing this application ONLY indicates your acknowledgement that this application has been submitted to the ARC for review. It does not indicate your approval or disapproval of the proposed changes. Your signature indicates that the applicant of a proposed modification has notified you. To file an objection to this proposal, you must follow the procedures outlined in paragraph 2 of the Application and Review Procedures Section and Paragraph 1 of the Enforcement Procedures Section of the Design Guidelines.

_____	_____	_____
Name	Lot	Date

_____	_____	_____
Name	Lot	Date

_____	_____	_____
Name	Lot	Date

_____	_____	_____
Name	Lot	Date

Applicant: Your application is not complete until you have secured the signatures of all affected neighbors (the previous section), and signed the following statement:

I agree to notify the ARC within 14 calendar days after my approved modification is completed so that the ARC may inspect the completed project for compliance with all approved documents, and to verify that excess project materials have been removed from view.

_____	_____
Signature of Applicant	Date