

**ASHLAND CONSERVANCY HOMEOWNERS ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANTS NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ **CELL PHONE:** _____

FIRST SUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific submittal requirements for each proposed change.
2. Submit application form, drawings, and other required documents in duplicate to:
Ashland Conservancy Homeowners Association,
5550 Fincastle Drive
Manassas, Va. 20112
3. All alterations except paint changes and storm doors/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change: 2 Minimum

| Name | I have been advised of change (signature) | House # |
|-------|---|---------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Estimated Start Date: _____ **Estimated Completion Date:** _____

(Allow 60 Days for Architectural Review and Covenants Committee (ARCC) approval prior to start date

1. I agree that compliance with Ashland Conservancy Homeowners Association Design Guidelines and approval by the ARCC do not constitute compliance with county building and zoning codes, and ARCC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the ARCC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the ARCC shall be permitted to enter upon my property at a reasonable time, for the purpose of inspecting the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within three (3) months of the approval date and completed within six (6) months thereafter.

HOMEOWNERS SIGNATURE: _____ **DATE:** _____

Email address (print) _____

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS

1. **A HOUSE LOCATION SURVEY (CERTIFIED PLAT).**

A copy of your plat **MUST** be included for new construction and additions to a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure **MUST** be drawn on the plat. Drawings should be to scale. Plats are not required for paint changes, storm doors/windows, or other such modifications.

2. **DETAILED DRAWINGS**

A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted must be included.

3. **DIMENSIONS**

Provide all dimensions, including height, roof slope, etc. on new construction.

4. **DESCRIPTION OF MATERIALS**

Provide a list of all materials to be used in the proposed construction.

5. **DESCRIPTION OF COLORS**

Applications for colors, which are not the original color of the house and/or trim, **MUST** be accompanied by actual color samples and not photos.

6. **PHOTOGRAPHS**

Photographs of existing conditions are helpful to the Architectural Committee.

7. **DRAINAGE**

Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.

8. **SIGNATURES OF PROPERTY OWNERS**

Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures is required with the application.

Please include the items listed above for the following:

- For **Decks and Fences**.....ITEMS 1-6 and 8 (#6 is optional)
- For **Landscaping**.....ITEMS 1-3, 6, and 8
- For **Sheds and Doghouses**.....ITEMS 1-4, 6, and 8 (#6 is optional)
- For **Storm and Screen Doors**.....ITEMS 5, 6, and 8
- For **Lattices**.....ITEMS 2-4, 6, and 8
- For **Recreation and Play Equipment**.....ITEMS 1-6 and 8
- For **Patios**.....ITEMS 1-4, and 8