

East Stratford Phase A&B Homeowners Association, Inc.
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, Virginia 20151-2283
(703) 803-9641 Fax: (703) 968-0936

ARCHITECTURAL CHANGE FORM

Instruction: Consult the East Stratford Phase A&B Declaration of Covenants, Conditions, and Restrictions and the Association's Design Guidelines for detailed information concerning permitted exterior alterations and the architectural review process. Submit one (1) copy of this application, along with a site plan showing the location of the proposed change and sufficiently detailed plans to permit the Architectural Review Board to evaluate the proposed change(s) to the above address. **APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS PROVIDED.** The Architectural Review Board has (45) days after receipt and acceptance of this Application.

Owner's Name: _____ Property Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

START DATE: _____ COMPLETION DATE: _____

Homeowner wishes to present completed application to the ARB at the next meeting

DESCRIPTION OF EXTERIOR CHANGE

Please provide a full description of the proposed exterior change as indicated below:

- Description of exterior change to be made: _____
- Plat/survey of your property/lot. Indicate location of the proposed change(s) on the plat
- Manufacturer's brochure, sketch, (overhead and side view) and/or photograph showing design/style of the proposed change(s)
- Indicate color/finish. Include color samples, if applicable
- Architectural plans/drawings (for major additions/improvements)
- Grading plan, if applicable
- Describe the improvement(s) on an additional sheet(s) of paper. Incomplete information will delay the processing of the application

=====ACKNOWLEDGMENTS=====

Please obtain the signatures, addresses, and phone numbers of two (2) neighbors who will be most affected by this proposed improvement. Please show the completed application to neighbors in its entirety.

The signature below does not indicate approval or disapproval of the proposed improvement – it merely indicates the awareness of the application. If there are any **OBJECTIONS** to this application, please contact the Architectural Review Board Chairperson immediately.

<u>Signature</u>	<u>Printed Name and Address</u>	<u>Signature</u>	<u>Printed Name and Address</u>
_____	_____	_____	_____

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (1) 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).
- (2) Obtaining all required City, Town, or County approvals related to said improvements.
- (3) Complying with all applicable City, Town, or County ordinances.
- (4) Any damage to adjoining property (including common area) or injury to third person associated with improvement.
- (5) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines

Signature of Applicant: _____ Date: _____

- APPROVED AS SUBMITTED
- APPROVED SUBJECT TO: _____
- SUSPENDED PENDING SUBMISSION OF: _____
- DISAPPROVED DUE TO: _____

Signature of ARB Member

Date