

**East Stratford C&D Homeowners Association
 c/o Sequoia Management Company
 13998 Parkeast Circle
 Chantilly, Virginia 20151-2283
 (703) 803-9641 Fax: (703) 968-0936**

**ARCHITECTURAL REVIEW BOARD
 APPLICATION FOR REVIEW OF PROPERTY ALTERATION**

From: Name: _____ Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

START DATE: _____ COMPLETION DATE: _____

DESCRIPTION OF EXTERIOR CHANGE

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

1. Exterior change to be made: _____
2. Plat/survey of your property/lot. Indicate location of the proposed change(s) on the plat.
3. Manufacturer's brochure, sketch (overhead and side view), and/or photograph showing design/style of the proposed change(s).
4. Indicate color/finish. Include color samples, if applicable.
5. Architectural plans/drawings (for major additions/improvements)
6. Grading plan, if applicable.
7. 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 the 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 awareness of the application. The affected neighbors are encouraged to bring any concerns about, or objection to, the proposed alteration to the attention of the applicant and the ACC (through management) immediately.

<u>Signature</u>	<u>Printed Name and Address</u>	<u>Phone No.</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 relating 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 persons 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 – ARB Member

 Date