

**WHITE'S MILL HOMEOWNERS' ASSOCIATION**

**APPLICATION FOR EXTERNAL HOUSE/LOT MODIFICATIONS**

**Return completed Application to White's Mill Homeowners Association c/o ARMI:**

Address: 10 Rock Pointe Lane, Warrenton, VA 20186

Via Email: [hoa@armiva.com](mailto:hoa@armiva.com)

Phone: 540-347-1901; Fax: 540-347-1900

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Is this project existing: \_\_\_Yes/\_\_\_No Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

**Description of Project:**

**Describe all proposed improvements, alterations, modifications and changes to your Lot. This includes a complete listing and description of materials to be used and overall dimensions- height, length, width, type, style, colors etc. as well as any documents approved by the County required for this modification.**

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**The following items must accompany all Applications.** White's Mill Homeowner's Association "WMHOA" may require additional information as necessary to make a decision. Incomplete Applications will be returned to the applicant.

<b>Owner Checklist</b>	<b>ARMI Checklist</b>	
		Completed Application (every page must be completed)- Please note this includes signatures from all neighbors who will be affected by the change (i.e. those in direct view or adjacent to your Lot);
		Detailed description of the alteration or improvement. This includes a complete listing and description of materials to be used and overall dimensions - height, length, width, type, style;
		Professional or detailed design or architectural drawings or plans to scale showing the existing house and the proposed alteration (including professional elevation or construction drawings for applicable projects), with all dimensions – height, length, width, as applicable;
		Photographs of the existing condition (as applicable), marked to show the location of the proposed change;
		Brochures, catalogues, photos, or manufacturer's "cut sheets" of all exterior materials/items;
		Samples of all exterior proposed colors, specify if any wood items will be left natural/untreated;
		A copy of the Site Plan or Plat showing the exact location and dimensions of the proposed improvement drawn on the plat with the distance from the Lot lines clearly defined;
		If grading is involved, a plan showing the change in grade, any retaining walls/terracing that will be required.
		A landscape plan, as applicable or required, indicating the proposed type and location of existing or proposed vegetation;
		If fencing or screening is proposed, include drawings indicating dimensions, details, materials and proposed colors;
		Details of any associated lighting, specify the direction of light projection for any spotlighting;

**Neighbors Acknowledgements**

Please obtain the signatures of at least three (3) adjacent neighbors indicating their awareness of your proposed plans, not their approval or disapproval of the project(s). In the event applicant is unable to obtain any signature after repeated attempts, please list at least three (3) notice attempts in the signature blank (dates/times). If notice attempts are listed instead of a signature, the applicant acknowledges and confirms that a COPY of this complete application (including attachments) was left with the adjacent owner.

**Neighbors please read before signing**

I am aware that my neighbor is planning an exterior modification to his/her Lot. I also understand that my signature below does not mean that I agree with or support the proposed change(s), plans or Application.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Owners' Acknowledgements**

**I/we understand and agree to the following: (Please initial)**

- 1. \_\_\_ I acknowledge and agree to follow the architectural requirements and standards in the Architectural Standards and the Declaration and a review process established by the Board of Directors.
- 2. \_\_\_ No work on the modifications requested in this Application will begin until I receive written approval from WMHOA. If work is started prior to approval, I may be required to remove any or all of the modifications, if they are not approved, and restore my property to its original condition at my own expense. I may be held responsible for any legal fees incurred.
- 3. \_\_\_ Approval is contingent upon the modifications being completed as approved by WMHOA; any variation from the original Application must be resubmitted for approval.
- 4. \_\_\_ Approval is contingent upon construction being completed in a timely and professional workmanlike manner, and the approval by WMHOA (if so granted) will automatically expire if the proposed project is not completed within 30 days of the completion date I have provided. If additional time is needed I will notify WMHOA in writing of the new completion date.
- 5. \_\_\_ I am responsible for all landscaping, grading and drainage issues related to the improvements. All work associated with the project will be completed within the property lines.
- 6. \_\_\_ It is my responsibility and obligation to obtain all building permits, to contact Miss Utility and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
- 7. \_\_\_ I/we agree to abide by all applicable County and State laws (e.g. zoning laws, ordinances, building codes) and that I/we will obtain any licenses, permits or approvals that may be necessary or required by state and local authorities.
- 8. \_\_\_ I/we agree to forward proper documentation after the project is completed to verify that all modifications were made pursuant to the approved design.

**I/we prefer to have our decision letter: (Please check one)**

\_\_\_ Emailed to \_\_\_\_\_

\_\_\_ Mailed to \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Co-Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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**COMMITTEE/MANAGEMENT COMPANY USE ONLY**

Date Received: \_\_\_\_\_ Action Taken (circle): Approved/Disapproved/Approved with Conditions

Action Date: \_\_\_\_\_ Comments/Conditions: \_\_\_\_\_

Signature of ARC Chairman, on behalf of the White's Mill Homeowner's Association Committee

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