

Appendix A

ARCHITECTURAL IMPROVEMENT REQUEST FORM

*Please return the completed form and all documents in triplicate to:
Laurel Hill North Architectural Review Board (ARB)
c/o ARB Chairman (George Harley, 7905 South Run View, Springfield, VA 22153)*

Name of Homeowner(s): _____

Address: _____

Laurel Hill North address (if different than mailing address)

City: _____ State: _____ Zip: _____

Telephone (Home) _____ Telephone (Work) _____

Email: _____

Proposed Improvement:

In accordance with the Declaration of Covenants referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s):

Please include a description, diagram and any other relevant documentation of the addition or modification being requested. If appropriate, include a copy of your survey and indicate the location of the modifications. Attach separate sheets as needed.

OWNER'S ACKNOWLEDGEMENT: I/We understand and agree that:

1. Material herein contained shall represent alterations, which comply with the zoning and building codes of Fairfax County. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The Owner is responsible for obtaining the necessary building permits prior to commencement of construction.
2. No work shall commence until written approval from the Architectural Review Board has been received by the Owner. Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred by the Association.

3. Approval is contingent upon all work being completed in a professional workmanlike manner and in strict conformance with this application.

4. This request is subject to restrictions by the Declaration of Covenants and a review process as established by the Board of Directors. Any variation from the original application must be re-submitted for approval. A copy of this request will be returned to me/us after disposition by the Architectural Review Board.

5. I/We acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested addition or modification. I/we hereby indemnify the Laurel Hill North Homeowners Association and their agents and assigns from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair and upkeep of said addition or modification.

6. One copy of this form reflecting the action taken by the Architectural Review Board will be returned to me/us for our records.

Signature of Applicant(s) Date

Signature of Applicant(s) Date

(REQUIRED) ACKNOWLEDGEMENT BY OTHER HOMEOWNERS: Use this space and/or attached pages documenting the views of your immediate neighbors, as appropriate, who will be affected by your proposed improvement, to indicate their acknowledgement and awareness of the proposed improvement.

Note: The Architectural Review Board as delegated by the Board of Directors has the authority to approve or deny this architectural improvement application.

LAUREL HILL NORTH HOMEOWNER'S ASSOCIATION

ARCHITECTURAL REVIEW BOARD DECISION

APPLICATION NUMBER _____

SUMMARY OF REQUEST: _____

Date Application Received: _____

_____ Request approved as submitted.

_____ Request approved subject to:

_____ Request suspended pending submission of:

_____ Request not approved because:

Signature of Approval by Architectural Board Member Date

ATTACHMENTS: Request for Modification from _____,
dated _____.

Appendix B

Architectural Application Instructions Checklist

As appropriate, requests should include the following:

1. A house location survey or site plan: Show exact location of the proposed modification and its relation to property lines and applicant's house and adjacent homes.
2. Detailed drawings: Architectural drawings and plans must be provided for all proposed structures and major landscape improvements.
3. Dimensions: Provide all dimensions, including height, roof slope, etc. on new construction or modifications.
4. Descriptions of materials: Provide list and description of all materials to be used in the modification.
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. Include a list of existing colors on the house, which will remain unchanged.
6. Pictures or Photographs: Photographs of existing conditions are helpful in evaluating the proposed modification. Pictures are appropriate to clarify type, model and style of additions such as lighting fixtures, play equipment, etc.
7. Drainage: Changes in grade or other conditions that will affect drainage must be indicated. Applications may be rejected if adjoining properties are adversely affected by changes in drainage.
8. Estimated start and completion dates:
9. Signatures of adjacent property owners, if applicable: If your proposal is likely to affect your neighbors, either visually, or by size, location, changes in drainage, etc., please obtain signatures of the property owners who will be most affected by the change. Signatures do not necessarily indicate approval; merely acknowledgment the application was presented, so that affected neighbors can present their views to the ARB.

Appendix C – Standards Approval Signature Page

This document is effective on the date signed by the then current Laurel Hill North Homeowners Association (LHN HOA) President and Laurel Hill North Architectural Review Board (LHN ARB) Chair.

Signature of Approval by LHN HOA President Date

Printed Name of LHN HOA President

Signature of Approval by LHN ARB Chair Date

Printed Name of LHN ARB Chair