

ARCHITECTURAL IMPROVEMENT REQUEST FORM

ASHLEY RIDGE

To: Architectural Review Board
C/O Sequoia Management Company, Inc
13998 Parkeast Circle
Chantilly, Virginia 20151
703-803-9641
F: 703-968-0936

Name of Applicant: _____

Address: _____ Lot Number: _____

City: _____ State: _____ Zip: _____

Telephone: (H) _____ (W) _____

Email Address: _____

Detailed Description of Proposed Improvement(s): _____

APPLICATION REQUIREMENTS:

You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
2. Manufacture's brochure, sketch and/or photograph showing the design / style of the proposed change(s). For decks, sunrooms, etc. you must submit an **overhead view and a 3D view** showing the addition (with elevation) as it will appear on the home. Landscaping, etc. you will need a diagram showing the design plan.
3. Indicate the color / finish. Include color samples, if applicable.
4. Architectural plans/drawings (for major additions/improvements) – construction details.
5. Grading plan, if applicable.

6. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.

NEIGHBOR'S ACKNOWLEDGEMENT:

You are required to obtain the signature of the two (2) property owners who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Name: _____
Address: _____
Lot/Block: _____
Signature: _____

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) 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)
- (ii) Obtaining all required City, Town or County approvals relating to said improvements.
- (iii) Complying with all applicable City, Town or County ordinances.
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (v) 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 Property Owner

Date

ARCHITECTURAL REVIEW BOARD

Date Application Received: _____

APPROVED AS SUBMITTED

APPROVED SUBJECT TO: _____

SUSPENDED PENDING SUBMISSION OF: _____

DISAPPROVED DUE TO: _____

Signature – ARB Member

Date

ARCHITECTURAL CHANGE APPLICATION CHECKLIST

IMPORTANT – Please Read Carefully!!!!!!

Required Information: Below is a list of documentation that you will need to submit with your architectural applications. The Architectural Review Board may require addition information as they review the applications on a case-by-case basis. Applications that do not have the required information will be returned for completion. **This checklist is for your use. Please do not return the checklist with your application.**

IMPORTANT

**THE PURPOSE OF THIS CHECKLIST IS TO AID IN COMPLETING YOUR APPLICATION.
SOME ITEMS ON THIS LIST MAY NOT BE PERMITTED IN YOUR ASSOCIATION.
PLEASE REFER TO YOUR ASSOCIATION’S ARCHITECTURAL GUIDELINES.**

ALL APPLICATIONS MUST HAVE THE FOLLOWING:

- ◆ Plat survey with the location(s) of the proposed change(s)
- ◆ Copy of the application and all documentation included

DECK, PORCH, STOOPS, & LANDINGS

- _____ Scaled drawing (normal view) showing the entire deck, porch, etc. as it will appear on the home and elevation.
- _____ Overhead view drawing with dimensions including length, width, & height
- _____ Materials
- _____ Detailed sketch(es) of railing design(s), privacy screens, stair detail, & built-in benches, if any
- _____ Color / finish

PATIO, WALKWAY, SIDEWALK, & DRIVEWAY

- _____ Scaled drawing, showing plan (overhead view), & dimensions including length and width
- _____ Sketch, photograph, or brochure, showing design layout
- _____ Materials
- _____ Color / finish

FENCES

- _____ Sketch, photograph, or brochure showing fence type / design including gate(s), if any
- _____ Height
- _____ Materials
- _____ Color / finish

SHED or OTHER OUTBUILDING

- _____ Scaled drawing showing length, width and height measurements throughout
- _____ Sketch, photograph, or brochure showing building design
- _____ Roof plans, pitch of roof
- _____ Materials
- _____ Color / finish

ROOM ADDITIONS OR EXPANSIONS

- _____ Scaled drawing of front & side elevations and plan views w/dimensions showing the structure on the home.
- _____ Roof plans, pitch of roof
- _____ Window, door & stair detail, if any
- _____ Materials
- _____ Color / finish

RECREATIONAL EQUIPMENT (Playsets, Basketball Hoops, Hot tubs, etc.)

- _____ Sketch, photograph, or brochure showing proposed structure (style/design)
- _____ Dimensions including length, width, height, & depth (if applicable)
- _____ Materials
- _____ Color / finish

STORM DOOR or OTHER DOOR TYPES

- _____ Sketch, photograph, or brochure showing design / style
- _____ Dimensions (length, width, and height)
- _____ Color / finish

WINDOWS

- _____ Elevation view of window on house w/location, width and height dimensions
- _____ Sketch, photograph or brochure showing design / style
- _____ Color / finish

LANDSCAPING

- _____ Landscaping plan drawing with plants and other materials indicated

GARDEN, RETAINING WALL, PLANTERS, FLOWER BOXES, LAWN ORNAMENTS, ETC.

- _____ Sketch or detailed description
- _____ Dimensions (length, width, & height)
- _____ Materials
- _____ Color / finish

AWNING, TRELLISES, ETC.

- _____ Sketch, photograph or brochure showing design / style
- _____ Materials
- _____ Color / finish

SATELLITE DISH / ANTENNA

- _____ Type, size and location

COLOR CHANGE

- _____ Paint or stain brand and number
- _____ Specification of areas to be painted and color to be used (drawing of house indicating area(s) and color would be helpful)

FIREPLACE / CHIMNEY

- _____ Scaled drawing, showing front and side elevations and dimensions (length, width, & height)
- _____ Materials
- _____ Color / finish

SPRINKLER SYSTEM

- _____ Sketch showing layout on property
- _____ Details regarding sprinkler heads, timers, etc.

EXTERIOR FIXTURES (ground lights, light posts, etc.)

- _____ Photograph or brochure showing fixture type
- _____ Wattage of lights
- _____ Height of fixtures
- _____ Color / finish

HOT TUB / SPA

- _____ Photograph or brochure showing design / style
- _____ Dimensions / specifications
- _____ Materials
- _____ Color / finish