

Architectural Modification/Improvement Request Form

Exhibit A

Mail completed requests to:

**Belle Pond Farm Homeowners Association
Architectural Control Committee
PO Box 617
Centreville, VA 20122**

Name of Applicant: _____ Date: _____
print or type

Address: _____ Lot: _____

Telephone: (H) _____ (W) _____

General Description of Proposed Improvement/Alteration/Addition:

(Provide a description of the proposed improvement, including the purpose or reason for the change, the type and color of materials to be used, and location on the property.)

Work to Commence By: _____ Work to Be Completed By: _____

Required Exhibits and Supporting Documentation

The supporting documentation listed below should accompany this application, as applicable, for the proposed change. An application submitted without this documentation may be considered incomplete and returned to the applicant. In such case, the Architectural Control Committee's 30-day review period will not commence until all required documents have been provided.

1. **Site Plan** - A site plan, drawn to scale, showing the location and dimensions of the proposed improvement, including orientation with respect to the property lines, unit, and adjacent lots must be provided for decks, patios, walls, storage sheds, fences, and major landscape changes which require approval, and all structural additions to the home.
2. **Finish Materials** - A description and/or sample of all finish materials to be used for the exterior surface of proposed improvements.
3. **Paint or Stain Colors** - A sample and model number of the color(s) to be used, together with a list of existing paint colors on the house or appurtenant structures which will remain unchanged.
4. **Architectural Drawings and Landscape Plans** - Detailed architectural drawings or plans must be provided for decks, storage sheds, any structural additions to the home, and major landscape improvements which would change the topography of the lot or landscape plan originally provided by the builder.
5. **Photographs** - The inclusion of photographs is appropriate for exterior lighting fixtures, decorative objects and similar additions to the lot.
6. **Other Exhibits** - Other exhibits may be required before a decision is reached by the Architectural Control Committee in order to adequately evaluate the proposed change.