

ARCHITECTURAL IMPROVEMENT REQUEST—AFTON GLEN

Applicant/Owner: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Email: _____

Afton Glen project address
(if different from above) _____**SUBMIT THIS FORM TO ►**

Afton Glen Architectural Review Board
c/o CSH Community Management
6700 Norview Court
Springfield, VA 22152
703 913-1480
(email: *chuemmer@yahoo.com*)

*If you have questions, please contact the
ARB through the management company
(above) before submitting this application.*

GENERAL DESCRIPTION OF PROPOSED IMPROVEMENTS:

You must submit the following with this application:

1. A sufficiently detailed description of the improvements, using the space above and/or additional sheets if needed. If your description is not specific enough, the ARB will return your application without approval for additional information.
2. A site plan showing the size, shape, and location of improvements with respect to your home and adjoining properties (including specific dimensions of the improvements and distances to adjoining properties).
3. A grading and/or drainage plan, if applicable. Your project plan must state how it will prevent drainage and runoff from your lot to neighboring properties. You must indicate below notification of ALL affected homeowners.
4. If installing fencing or permanent lighting, indicate below notification of ALL affected homeowners. If installing fencing, ensure that the fencing will remain within the true surveyed property line and visibly mark its planned outline.
5. If your project will remove any flowering tree or broadleaf evergreen with a trunk larger than 3 inches in diameter, measured at a point 12 inches above the ground, or any other live tree with a trunk more than 4 inches in diameter, your description must identify those trees. (You do not need permission to remove dead or badly damaged trees or shrubs.)
6. Manufacturer brochures and color samples for improvements, if available.
7. For major additions or improvements, submit architectural plans or drawings.

NOTIFICATION OF NEIGHBORS:

Provide the signatures and street addresses of owners of at least two neighboring homes. If the project involves permanent exterior lighting, fences, or drainage, you must notify ALL affected homeowners. Neighbors who sign are acknowledging they have been notified about your project, NOT that they approve of it. After signing, they may contact the ARB directly to contest your project or request modifications to it.

Signature: _____ Signature: _____

Address: _____ Address: _____

Signature: _____ Signature: _____

Address: _____ Address: _____

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By submitting this application you warrant that you assume full responsibility for all of the following:

- (i) All landscaping, grading, and/or drainage issues relating to the improvements
- (ii) Obtaining all required county approvals relating to these improvements
- (iii) Complying with all applicable county code requirements and ordinances
- (iv) Ensuring that no improvements encroach on adjacent properties
- (v) Any damage to adjoining property (including common areas) or injury to third persons caused by the improvement.

You hereby state that you have read the ARB guidelines and agree that all work performed will comply with those guidelines.

Signature of applicant

Date

ARB ACTION

Date application received: _____

The ARB has 30 days from receipt by the management agent to review a completed application. The decision of the ARB will be sent by letter to the applicant's address by the management agent. If the ARB fails to act upon any request submitted to it within 30 days from the date received by the managing agent, the application will be deemed approved as submitted.

☐ Request is approved as submitted.

☐ Request is approved subject to the following conditions or modifications: _____

☐ Response is suspended pending submission of the following: _____

☐ Request is denied for the following reasons: _____

Signature—ARB Member

Date