

Carisbrooke Homeowners Association
ARCHITECTURAL IMPROVEMENT REQUEST FORM

c/o Property Management People, Inc.

101 Blue Seal Dr, Suite 100

Leesburg, VA 20175

Phone: (703)771-9355.....Fax: (703)771-9366

Name of Applicant: _____ Date: _____

Address: _____ Lot #: _____

Telephone: (H) _____ (W) _____ (FAX) _____

Type of Alteration/Change (please check appropriate box)

- Second Story Deck _____ Complete Section (a) below
- Ground Level Deck _____ Complete Section (a) below
- Fence _____ Complete Section (b) below
- Patio _____ Complete Section (c) below
- Storm Door _____ Complete Section (d) below
- Other _____ Complete Section (e) below

Section (a) Deck Additions

Dimensions: Across the back of the house: _____

Dimensions: Length out from house: _____

Elevation from ground level: _____

Railing Height (from surface of deck): _____

Railing Type (describe): _____

Type of materials to be utilized: _____

Include information on any additional attachments, such as trellis, lighting, benches, flower boxes, etc.

Section (b) Fence Additions

Total Dimensions of the Fence: _____

Fence Type: _____

Type of Gate: _____

Type of materials to be utilized: _____

Section (c) Patio Additions

Total Dimensions of Patio: _____

Type of materials to be utilized: _____

Section (d) Storm Doors

Placement of Door: _____

Describe type of Storm Door: _____

Describe color of Storm Door as it relates to the following: _____

Front Door, Siding (Brick), and Trim

Section (e) Other

Please provide an explanation of the project, providing details on dimensions, materials, colors as applicable

All applications must be accompanied by the following materials:

Attached architectural plans/drawings or photographs of the proposed project. Drawings MUST show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples if necessary and manufacturer=s brochure, if available.

Attach a copy of the property plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties.)

Grading plan must be included, if applicable

Obtain the signatures of all adjacent or affected property owners. The signatures only indicate their awareness of your proposed plans, not their approval. Signatories having concerns about your proposed plan must notify the Association of specific concerns in writing.

Name: _____ Phone Number: _____

Address: _____ Lot Number: _____

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Address: _____ Lot Number: _____

I understand and agree to the following:

< that this modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/county approvals. Miss Utility will be contacted prior to commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.

< that I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.

< that no work on the proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in my being required to remove an unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I may be held responsible for any legal fees incurred on behalf of the Association in enforcing this provision.

< that an approval is contingent upon the construction being completed in a timely and a professional and workmanlike manner as per the specifications as submitted in this applications.

< the members of the Association may enter upon my property to make routine inspections.

< that there are architectural requirements addressed in the Design Standards and the Declaration and a review process as established by the Board of Directors.

< that the approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval

< that a variation from the original application must be submitted for approval of the Association

Owner/Applicant=s Signature:

__ **Date:**_____

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(For committee Use Only)

Approved

Disapproved: _____

Approved with conditions: _____
