

Arrowood HOA Architectural Review Committee Application

To: Architectural Review Committee
Arrowood Homeowners Association
c/o Sequoia Management Company
13998 Parkeast Circle
Chantilly, Virginia 20151

Fax Number: 703.968.0936
Phone: 703.803.9641
Email: jazzarano@sequoiamgmt.com
dniemi@sequoiamgmt.com

Name of Applicant or Responsible Party: _____

Name of Homeowner(s): _____

Phone (H): _____ Phone (W): _____

Property Address: _____

Mailing Address: _____

Lot Number: _____ E-Mail: _____

Change(s) to be completed by: Licensed Professional _____ Homeowner _____

Are Prince William County Permits Required? YES NO (Circle one)

Desired Start Date: _____ Estimated time to complete: _____

Directions:

In order to be considered by the Architectural Review Committee your application must include the following:

- Plat Plan (survey) of your lot, with location of proposed modification marked
- Sketches, photographs, catalog illustrations
- Dimensions and materials for the proposed
- Colors of proposed improvement
- Signatures from all adjacent neighbors

Please refer to your Arrowood Homeowners Association, Inc. Homeowner Design Guidelines for instructions on General Considerations, Specific Guidelines and Submission Requirements.

An application submitted without all required submissions will be considered incomplete. In such cases, the Architectural Review Committee's thirty (30) day review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from the Association's Community Manager prior to submission of an application.

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Description of Proposed Change: Please print or type (Include Colors, Style, Location, Size, Materials to be used, etc.) Attach additional sheets as necessary.

Signatures of adjacent property owners most affected by the change:

Name: _____ Lot: ____ Name: _____ Lot: ____

Address: _____ Address: _____

(Signature) (Date) (Signature) (Date)

Name: _____ Lot: ____ Name: _____ Lot: ____

Address: _____ Address: _____

(Signature) (Date) (Signature) (Date)

NOTE: The signature of adjacent property owners indicates only an awareness of the applicant's intent and do NOT constitute approval or disapproval.

To The Applicant:

1. You understand and accept that compliance with the Guidelines, Protective Covenants and approval by the Arrowood Architectural Review Board do not necessarily constitute compliance with the provisions or building and zoning codes and laws of Prince William County (the building ordinance of Prince William County requires that you file plans with the building inspector at his office for construction requiring a building permit). Further, nothing herein contained shall be construed as a waiver or modification of any said restriction and/or requirement.
2. You understand and agree that no exterior alteration shall commence until written approval of the Architectural Review Committee (ARC) has been returned to the applicant/homeowner. If unapproved alterations are made prior to receipt of the approved ARC Application, or in addition to those outlined in the application description, the homeowner may be required to return the property to its former condition at the sole expense of the homeowner. The homeowner may also be required to pay all legal expenses incurred.
3. You understand that the members of the ARC are permitted to enter upon the homeowner's property at any reasonable, pre-arraigned time for the purpose of inspecting the proposed project site(s), while the project is in progress, and upon completion of the project, as necessary. Such entry does not constitute trespass.
4. You understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. You understand that the alteration authority granted by this application may/will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and completed by the date specified by the ARC.

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6. If you disagree with this decision, an appeal procedure is provided by the ARC. A verbal request for an appeal must be made within forty eight (48) hours of receipt of the ARC's decision, followed by submitting a written request within five (5) business days. If you have any questions or concerns about this application, contact the ARC at the address/phone listed below.

OWNER SIGNATURE: _____ DATE: _____

Additional instructions for the Applicant/Homeowner:

1. Please consult and/or review the ARC Guidelines for specific details required for each proposed change.
2. Provide all required details on attached sheets (copy of plat, sketches, scale drawings, photos, catalog illustrations, architectural plans, sales pamphlets, etc.). Indicate on a plat the location of your proposed structure or change, if applicable.
3. For changes in paint color, attach a manufacturer's sample, indicating the manufacturer's name, and proposed vendor's name.
4. Indicate a desired start date and an estimated completion date, based on the date of the ARC's approval.