

ARB Application Form (Exhibit A)

SUBMIT ONLY ONE IMPROVEMENT PER APPLICATION

Mail To: Village of Waxpool Homeowners Association, Inc.
C/o Cardinal Management Group, Inc.
4330 Prince William Parkway, Suite 201
Woodbridge, VA 22192
E-Mail: Angela.Warner@cardinalmanagementgroup.com

Name: _____

Address: _____

Section: _____ Lot: _____

Telephone: _____

Email: _____

Type of Improvement (i.e., deck, fence, landscaping, etc.)

Detailed Description (Refer to Required Exhibits Checklist on next page)

Distance of improvement to property line at:

Back _____ Left of house _____ Right of house _____ Front or street _____

Does improvement extend beyond the side plane of house? _____

Does improvement meet ARB Architectural Design Standards as specified in the Community Handbook? _____ (If not, please justify variance as a separate attachment).

(This section to be completed by the ARB)

____ Approved as Submitted

____ Approved Subject to: _____

____ Disapproved Due to: _____

____ Suspended Due to: _____

____ ARB Chairperson _____ Date

____ Final Inspection – ARB Representative _____ Date

REQUIRED EXHIBITS CHECKLIST

Applications without required exhibits will be considered to be incomplete and be denied.

Site Plan: A professionally prepared site plan (plat) of the property showing the location and dimensions of the proposed improvement drawn to scale, including orientation and exact distance to property lines. Contour lines may be required where drainage is a consideration.

Architectural Drawings (if applicable): Detailed drawings must be provided to include front and side elevations, dimensions, and a complete view of the proposed improvement.

Paint or Stain Colors (if applicable): Photos of proposed colors must be submitted.

Finish Materials (if applicable): A photo or detailed description of material to be used for the exterior surface must be provided (siding, shingles, doors, hardscaping, etc.)

Landscaping (if applicable): Provide summary of the size of the planting material at maturity

Other Exhibits: Submit any other exhibits, photographs, or drawings which will help the committee evaluate your request.

*All exhibits should be in 8½x 11 letter size including site plans and architectural drawings.

NOTIFICATION OF SURROUNDING LOT OWNERS

A homeowner submitting a design review application must provide notice of the application to lot owners to the left and right. A neighbor's signature indicates an awareness of your proposed project and DOES NOT constitute approval on their part.

Lot to the right of proposed project:

Printed Name	Section LOT #	Address	Signature	Date
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Lot to the left of proposed project:

Printed Name	Section LOT #	Address	Signature	Date
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APPLICANT ACKNOWLEDGEMENT

Applicant must be in good standing with the HOA (homeowner association dues must be current and there must not be any current violations of either the Declaration or the rules/regulations).

Applicant understands and agrees that no construction or exterior alteration shall commence until written approval of the ARB has been received. Any alterations undertaken prior to receiving written approval, and subsequently disapproved, will require restoration of the property to its former condition, and any restoration and legal expenses associated therewith are the responsibility of the homeowner.

Applicant understands that all required permits must be obtained prior to start of the project. ARB approval in no way indicates a waiver of county, state and federal building codes or laws.

Applicant understands that ARB members, members of the Board of Directors, and the Management Company are permitted to enter the property to inspect the proposed project, project in progress, and completed project.

Applicant shall assume full responsibility for all landscaping, grading and or drainage issues relating to the improvements.

Applicant shall assume full responsibility for any property damage (including common area) or injury to third persons associated with the proposed application.

Applicant hereby acknowledges that they have read the ARB Design Standards and agrees that all work performed will be in compliance with ARB Design Standards.

Approved projects must commence within three (3) months and be completed within six (6) months of the approval date or approval shall be automatically revoked.

Applicant must notify the Management Company upon project completion.

Homeowner's Signature: _____

Date: _____