

# Amberleigh Homeowners Association, Inc. Architectural Modification Request Form

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The completed Architectural Modification Request form (“Application”) and all documentation in support of the Application must be submitted to:

Amberleigh Homeowners Association, Inc.  
c/o CAMP  
4114 Legato Road, Suite 200  
Fairfax, VA 22033

or by Facsimile to 571-363-4050 or by email to [Pmiles@gocampmgmt.com](mailto:Pmiles@gocampmgmt.com). One copy reflecting action taken by the Architectural Review Committee (ARC) will be returned to you for your records. All lot owners of the affected property must sign this request. Modifications may not commence without approval by the ARC. The ARC will respond to the request within sixty days.

NAME OF OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Date proposed modification is to commence: \_\_\_\_\_

Date proposed modification is to be completed: \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions and Restrictions for Amberleigh, I/we hereby apply for written approval to make the following modification(s) for addition(s) to the property identified above.

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## **APPLICATION INFORMATION REQUIRED**

Association managing agent reviews the Application to ensure all information necessary to consider an Application is included. The Application will be forwarded to the ARC for consideration only if all relevant and necessary information is provided. Incomplete Applications are considered not properly filed and will be returned to the lot owner.

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A. **Description of proposed improvement/modification.** Give full details (attach exhibits) of the proposed change including purpose, type, color(s) of materials, dimensions & location on property.

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B. If **color change**, indicate and attach the following:

- Name of the color of adjacent properties: \_\_\_\_\_
- Name of the color of proposed change: \_\_\_\_\_
- A sample of the proposed color: \_\_\_\_\_
- A brief statement of how the proposed color is in harmony with the colors of adjacent properties: \_\_\_\_\_

C. Attach a copy of **site plan** with dimensions and **description** of proposed changes.

D. Attach a **list, description and appropriate samples** of proposed changes.

E. Attach **photos** of the lot and adjacent lots with proposed changes annotated on the photos.

F. Attach a **brief explanation** of how the proposed changes will fit in **harmony** with adjacent properties.

G. Indicate whether the changes requested will be performed by the member or a **contractor**: \_\_\_\_\_

- If a contractor is retained, provide the name, address and phone number of the contractor as well as the name of the person supervising the work together with evidence of proper licensure: \_\_\_\_\_

H. Attach a **work plan** that includes:

- The days and hours work will be performed.
- The date the work will be completed.
- Daily site clean-up and waste disposal plan.
- A plan to minimize the impact on other members.
- Parking arrangements including a plan to minimize impact on parking and access to lots.

I. If required by law, attach all copies of **approved permits** issued by the applicable governmental agency.

J. Please indicate whether the **applicant** would like to appear before the ARC prior to ARC review of the application. \_\_\_\_\_

K. Any other information that would ensure a proper review of your application.

Please ensure your name and address is provided on all additional exhibits/documentation.

### **OWNER ACKNOWLEDGEMENT**

I/we understand that:

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1. **Material provided with or as part of the Application must comply with the Fairfax County zoning and applicable building code.** Further, nothing herein contained will be construed as a waiver or modification of such ordinances or building code requirements. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the ARC. If alterations are made before ARC approval is received, the owner may be required to return the property to its prior condition at the expense of the owner and that the owner may be required to pay legal expenses incurred.
3. Approval is contingent upon all work being completed in a professional manner. Any alteration or modification that is not finished in such a manner, and in accordance with the approval granted herein, may be required to be removed or repaired at the owner's risk and expense, including any legal fees incurred by the Association. Members of the ARC or the Board or the management agent will inspect the work upon notification of completion. ***The owner is responsible for notifying the management agent that the work is complete, within two weeks of completion.*** Approvals are not considered final until inspected after completion and the owner is provided with a written acknowledgement of completion per specification.
4. This request is subject to restrictions by the Declaration and a review process as established by the Board. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to owner after review by the ARC.
5. The owner is solely liable for any claims, including without limitation, claims for property damage or personal injury which result from the requested addition or modification. The undersigned hereby indemnify the Association, the Board, the ARC and the management company from and against any and all such claims. Moreover, the owner accepts responsibility for all maintenance, repair and upkeep of any addition or modification.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date received by the Association

**ACTION BY THE ARC**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Approved as submitted       Denied

Approved subject to the following conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_