



Ashbrook Homeowners Association

Architectural Improvement Request

Please **PRINT** clearly

Last Name:		First Name:	
House Number:	Street Name:		Lot Number:
Home ☎:	Work ☎:	Fax:	
E-mail:		Date:	
Anticipated Construction Start Date:		Anticipated Construction Duration: (# of days)	
Anticipated Construction End Date:		Contractor:	
Type of Alteration/Change <i>(Please check appropriate box)</i>			
<input type="checkbox"/> Second-Story Deck <i>Complete section (a) below</i>	<input type="checkbox"/> Ground-Level Deck <i>Complete section (a) below</i>	<input type="checkbox"/> Fence <i>Complete section (b) below</i>	
<input type="checkbox"/> Patio <i>Complete section (c) below</i>	<input type="checkbox"/> Storm Door <i>Complete section (d) below</i>	<input type="checkbox"/> Other <i>Complete section (e) below</i>	
Section (a) Deck Additions			
Width: (across back of house)		Length: (out from house)	
Elevation: (from ground level)		Railing Height: (from surface of deck)	
Railing Type: (describe)			
Materials: (describe)			
Stain Color: (sample or brochure required)			
Additional Information: (eg attachments, trellis, lighting, benches flower boxes etc.)			
Section (b) Fence Additions			
Height: (from ground)		Length: (boundary dimensions)	
Number of Gates: (mark locations on plans or plat)		Type of Gates:	
Materials: (describe)			
Stain Color: (sample or brochure required)			
Section (c) Patio Additions			
Width: (across back of house)		Length: (out from house)	
Materials: (describe)			
Section (d) Storm Door Additions			
Placement: (front, rear, side)		Front Door Color:	
Brick Color:	Trim Color:	Shutter Color:	
Door Type: (image or brochure required)			
Section (e) Other			
<i>On a separate sheet, please provide as much information on the project as possible to include, type, dimensions, materials, color, plans.</i>			

All applications MUST be accompanied by the following: *(Please check boxes)*

- 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.

Last Name:		First Name:	
House Number:	Street Name		Lot Number:
Contact ☎:		Signature:	

Last Name:		First Name:	
House Number:	Street Name:		Lot Number:
Contact ☎:		Signature:	

Last Name:		First Name:	
House Number:	Street Name:		Lot Number:
Contact ☎:		Signature:	

I understand and agree to the following: *(Please check boxes)*

- 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 the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or 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 will be the responsibility of the owner.
- That no work on this application 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, 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 a 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 six (6) months of the approval or completed within thirty (30) days of the approval.
- That a variation or color change from the original application must be submitted for approval of the Association.

Owner/Applicant Signature: _____

Date: 11/07/07

mail to: Millenium Management, Inc., P.O. Box 1757, Ashburn, VA 20148

For Committee Use Only

- Approved
 Disapproved
 Approved with Conditions

Committee Representative: _____

Date of Decision: _____