

**POTOMAC GREENS COMMUNITY ASSOCIATION
EXTERIOR MODIFICATION APPLICATION**

To: Potomac Greens Architectural Review Board
c/o Sentry Management
4401 Ford Avenue, 1150
Alexandria, VA 22302
703-642-3246 (main) 703-891-2378 (fax)

Name: _____ Phone (W): _____

E mail: _____ Phone (H): _____

Property Address: _____

Section: _____ Lot: _____ Builder: _____

Directions:

The Governing Documents of the Association require that you submit to the Design Review Committee for approval, all proposed exterior additions, changes or alterations to your house and lot.

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

Please check off all items included with application

- 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
- For decks, please include a plan view (view from roof) and an elevation view (view from rear and sides)
- Signatures from all adjacent neighbors

Please refer to your Potomac Greens Residential Design Guidelines for Homeowner Modifications for instructions on General Considerations, Specific Guidelines and Submission Requirements.

An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Board review period (60 days upon receipt) 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 prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home.

ESTIMATED STARTING DATE OF CONSTRUCTION: _____

(After approval by the Design Review Committee)

ESTIMATED COMPLETION DATE: _____

Neighbors' Acknowledgments:

You are requested to obtain the signatures of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and **does not** constitute approval or disapproval on their part.

Name: _____
Address: _____
Lot/Block _____
Signature: _____

Name: _____
Address: _____
Lot/Block _____
Signature: _____

Name: _____
Address: _____
Lot/Block _____
Signature: _____

Name: _____
Address: _____
Lot/Block _____
Signature: _____

Owners' Acknowledgments:

I/we understand and agree to all of the items below:

1. That approval by the Design Review Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. That approval by the Design Review Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Design Review Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. That no work on the proposed change shall begin until written approval of the Design Review Committee has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. That there shall be no deviations from the plans, specifications, and location approved by the Design Review Committee without prior written consent of the Design Review Committee; any variation from the original application must be resubmitted for approval.
6. That I authorize members of the Design Review Committee or Managing Agent to enter upon my Property to make one or more routine inspection(s). **At this time, you will be issued a Certificate of Compliance. Your modification is not complete until this is issued.**
7. That construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Design Review Committee shall be deemed conclusively to have lapsed and to have been withdrawn.
8. That it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. That I am responsible for any damage and all cost to repair Community Property that results from the proposed modification.

Owner/Applicant Signature _____ Date _____

Co-Owner/Applicant Signature _____ Date _____