

Heritage Square Homes  
Association  
Architectural Change Application

*(One form per proposed project)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Owners Signature: \_\_\_\_\_

Tenants Signature: \_\_\_\_\_

**(Applications submitted by tenants require a letter from the property owner authorizing the specific change.)**

**INSTRUCTIONS**

1. The following items should be included in every application and submitted in duplicate.
  1. Site plan showing size, shape and location of improvement to residence or Lot (including specific dimensions of improvement and distances to adjoining properties).
  2. Manufacturer's brochure and/or pictures of the exact product to be installed.
  3. Color samples, if the project involves repainting the exterior of your home or the use of colored landscape border materials.
  4. Architectural plans/drawings (for major additions or improvements, such as a second-floor back yard deck).
  5. Grading plan, if the project involves changing the grading of any part of your property.
  6. A copy of the property plat, if applicable.
  7. Detailed written description of improvements.
  8. List of building materials
  9. Timeframe for the work (start and completion dates).

Completeness is important. Submission of an application that includes insufficient detail will delay approval of the application.

**Homeowners should not start work or finalize contracts to perform work prior to receiving approval of their ARC application.** Starting work on a project prior to receipt of approval by the ARC and/or the Board could result in a requirement to stop work and restore the property to its original condition at the owners' expense.

2. The Heritage Square Homes Association Architectural Review Committee (ARC) and the Board of Directors have thirty days from receipt of the application to approve or reject the application. Every effort will be made to consider your application sooner.
3. All approvals shall be considered final following inspection by the ARC or Property Manager. Once an application is approved, it must be followed. Any modification of an approved application must be approved by the ARC.

### COMMITTEE REPORT

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Date Disapproved: \_\_\_\_\_

ARC Chairman/Property Manager: \_\_\_\_\_

Completed Project Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

ARC Chairman/Property Manager: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO:

[arcdept@rosewoodmcs.com](mailto:arcdept@rosewoodmcs.com) or mail to:

Rosewood Management and Consulting Services, LLC  
3900 Jermantown Road  
Suite 470  
Fairfax, VA 22030  
703-778-4480 (office)



