

**ARCHITECTURAL CHANGE REQUEST**

INSTRUCTIONS: Consult the B. R. Madison Covenants and Architectural Guidelines for detailed information concerning permitted alterations and the architectural review process. Submit a copy of this application, along with a site plan showing the location of the proposed change and sufficiently detailed plans to permit the Architectural Review Committee and Board of Directors to evaluate the proposed change(s) to:

**B R Madison Architectural Review Committee**  
**c/o Spectrum Property Management**  
**P.O. Box 1562**  
**Great Falls, VA 22066**

**OR**

**Lisa@SpectrumPropertyMGT.com**

APPLICATIONS WILL NOT BE REVIEWED WITHOUT COMPLETE INFORMATION AND/OR PLANS BEING PROVIDED. SEE CHECKLIST ON PAGE 2 FOR DETAILED INFORMATION REQUIRED. The Architectural Review Committee and Board of Directors have thirty (30) days after submission and acceptance of an owner's final set of plans to act on this request.

**DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_ **LOT NO.** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_ **TEL NO. (W):** \_\_\_\_\_

**OWNER'S ADDRESS:** \_\_\_\_\_ **TEL NO. (H):** \_\_\_\_\_

\_\_\_\_\_ **EMAIL** \_\_\_\_\_

TYPE OF ALTERATION: DECK \_\_\_\_\_ PATIO \_\_\_\_\_ FENCE \_\_\_\_\_ STORM DOOR \_\_\_\_\_

SATELLITE DISH \_\_\_\_\_ ADDITION \_\_\_\_\_ LANDSCAPE \_\_\_\_\_ OTHER \_\_\_\_\_

DESCRIPTION OF REQUESTED CHANGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Projected Completion Date: \_\_\_\_\_

ACKNOWLEDGMENT: This will confirm that I/we have read the B. R. Madison Covenants and Architectural Guidelines as they relate to this application, including those Guidelines concerning the compatibility of materials and design, and hereby agree to comply with said Guidelines in the construction of this proposed architectural change/addition/improvement. I/we further confirm that I/we have read and will comply with all applicable rules and regulations established by the Association concerning the procedures to be followed in undertaking any change/addition/improvement. I/we further agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from this requested change/addition/improvement. I/we acknowledge the responsibility for complying with all applicable governmental regulations, codes and ordinances, obtaining all necessary permits and inspections; and contacting Ms. Utility if digging; and indemnify the B. R. Madison Homeowners Association from and against any claim for failure to do so. I/we further acknowledge that I/we are responsible for all maintenance, repair and upkeep of any approved change/addition/improvement.

OWNER(S) SIGNATURE(S): \_\_\_\_\_ DATE: \_\_\_\_\_

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### **ARCHITECTURAL APPLICATION CHECK LIST**

In order for an application to be deemed complete and the review process to begin, applications must include all items required for the ARB to properly review the proposed changes. Depending on the nature of the project, applications should generally include information such as the following:

- A before photo of the current area of the proposed modification.
- A copy of the original plat of the lot depicting the placement of the new item(s) (Ex: fence, shed, decks, patio, home addition, driveway expansion, new tree etc.) Measurements should be included on the plat depicting size/length/height (Ex: fence lengths or distance to property line)
- A sample, brochure or website link to a sample of the exact materials to be used in the project. (Ex: Siding)
- The application should clearly depict the size, style, location, and type of materials to be used.
- A sample, brochure or website link to a sample of the colors to be used in the project.
- Full scale 3-D, CAD drawings all elevations (Ex: Addition/new construction)
- When submitting a landscape plan, indicate all contour lines and the location of plantings, plant materials, sidewalks, driveways, patios, walls and areas in their natural unimproved state.