

Hiddenbrook Homes Association
PO BOX 582
Herndon, VA 20170
Phone 703-318-7159 Fax 703-439-2675
Hiddenbrook_homes@hotmail.com

Application for Exterior Alteration

Date of Application:

Homeowner's Name:

Address of proposed alterations: _____ Lot Number:

Telephone Number: (H) _____ (W) _____ (C) _____

Email Address:

Proposed Exterior Alteration:

Proposed beginning date of exterior alteration:

Amount of time expected to complete the project: _____

Briefly describe the proposed changes on an attached page or on the reverse side of this form. Include the information and/or drawings required by the Submittal Requirements.

Please refer to the association's ARC Guidelines when considering any exterior change. Feel free to seek direction from members of the ARC Committee and/or facilities manager when planning your project and completing this application.

Approval from the homeowners association does not waive or modify any state of Virginia or Fairfax County building codes or like restrictions. When appropriate, a building permit from Fairfax County should be secured.

Approval of this application may be automatically revoked if approved changes do not commence within 90 calendar days of the approval date. In addition, approval of this application may be automatically revoked if approved changes are not completed within 90 days of the commencement date. If your project will take more than 90 days to complete, please make note of it in this application.

The ARC will acknowledge, review and respond to all applications promptly. The approval process may take longer than thirty (30) days if the applicant does not furnish the required information in the initial application or respond promptly to ARC requests for further information. Once all the required documentation has been received by the ARC, the 30 day time period begins. Written notification of approval or denial will then be sent to the homeowner. If the ARC fails to reply to the homeowner within thirty (30) days of the postmark of the application, the homeowner has the right to request that the Association's Board of Directors review the application at their next meeting.

Check the box and sign below

- I have read the above requirements and I understand that no work shall be commenced until I have received written approval from the ARC.

Signature of Homeowner

Date

When the project can be seen by neighboring properties, the ARC requires the Owner submit the application with adjoining the neighbors signatures.

_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date
_____ Signature of Neighbor	_____ Address	_____ Date

- Neighbor declined to sign
- Unable to reach neighbor for signature

Date received by Management _____

ARC action taken _____ Date additional info requested _____