

EVERETTE ESTATES HOA

APPLICATION FOR ARCHITECTURAL CHANGE

Submit Application To: Architectural Review Committee 9402 Everett CT. Spotsylvania VA. 22553 or everettearc@gmail.com	Everette Estates HOA Spotsylvania, VA 22553 Email: TBD	Date Received:	ARC Use Only
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Applicant Information (please print)	Name:	Home Phone:
	Street Address:	Work Phone:
	Email Address:	Lot Number:

Please use the area below to describe in detail all proposed improvements, alterations or changes to your lot or home. Attach required details by providing sketches, drawings, pictures, catalog information (must be to scale), and any other data as specified in the Protective Covenants to assist the Architectural Review Committee (ARC) approval process. Show location of all existing (if application not previously submitted) and proposed improvements on your plot plan or survey. Provide the required measurements of the project including the size of the structure, measurements (distance) to the property lines, and to the home. It may take up to 30 days to process your submittal once the ARC has received a complete package. Note: Incomplete packages will be returned.

Applications for review must be received by the ARC at least 30 days in advance of starting the project in order to give the ARC time to review it. Most applications are approved much quicker than that.

A Spotsylvania County building permit may or may not be necessary for your project. We recommend the homeowner check with the county building department to confirm if a permit is required. Even if one is not required, the homeowner must still send in an application to the ARC for their project. The Everett Estates ARC application is not dependent upon whether or not a County building permit is required. Following is a link to common “how to” publications you can obtain at the Spotsylvania Building Department’s website:

<http://www.spotsylvania.va.us/content/20925/20935/21915/21932/default.aspx>

Start Date:	Completion Date:
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OWNER’S ACKNOWLEDGEMENTS

I/WE UNDERSTAND... That nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provisions of County Building and Zoning Codes to which the above property is subject.

I/We understand.....

1. That no work on this request shall commence until written approval has been received by me.
2. That any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I/We 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, that I may be required to pay any legal expenses if incurred by the Everett Estates HOA.
3. That any approval is contingent upon construction being completed in a workman like manner.
4. That ARC members or Board members are permitted to make site visits and enter onto the applicant's property for inspection purposes as necessary during normal business hours with 48 hours' notice.
5. That there are architectural requirements covered by the **Declaration of Protective Covenants, Article V, "Reservations and Restrictions"** and an Architectural Review Committee process as established by the Board of Directors. That we have reviewed and understand the Declaration of Protective Covenants and that they are available online and from the Board of Directors.
6. That the project shall be completed within 90 days of commencement of the project (unless otherwise noted by the ARC).
7. That the alteration granted by this application will be revoked automatically if the alterations requested have not commenced with 60 days of the approved date of this application and/or completed by any date specified by the ARC.
8. My/Our signature indicates that these standards are met to the best of my knowledge. I/we understand that applications for all required building permits, adherence to Spotsylvania County Building Codes, Zoning regulations and any land conservation easement restrictions are my responsibility.
9. That any variation from the original application must be resubmitted for approval.
10. That we are aware that Everett Estates has a Conservation Land Easement as recorded on Spotsylvania County Tax map as 34-A-39. This document restricts use of this land for any purpose other than utilities easement and walking trails. This document and a map of the area is also available by contacting the Everett Estates Board of Directors.
11. **That we are required to call 811 in Virginia or 1-800-552-7001, "Call Before You Dig - Miss Utility"** and that we know that underground service utilities including electric, water, gas, and communications wires such as phone, cable, and internet are within the boundaries of individual lots and the common grounds of the association. I/We understand and agree that the Everett Estates HOA and the Architectural Review Committee are not responsible for any damage to any underground utilities on our property and/or HOA common property due to any digging work performed by contractors we hire or any digging work performed ourselves.
12. That two neighbor's signatures for notification be obtained on the application, and that both neighbors must in the "line of sight" of our property. At least one neighbor must be an adjacent property owner. This is for notification purposes only and is not an approval of disapproval of this application.

OWNER/APPLICANT SIGNATURE

Signature:

Date:

Signature:

Date:

NEIGHBOR NOTIFICATION (two required – see item 12)

Name (please print)

Signature/Date:

Address:

Phone Number:

Name (please print)

Signature/Date:

Address:

Phone Number