

BELL CREEK ARCHITECTURAL MODIFICATION REQUEST FORM

This document will become part of the Homeowner's contract and must be complied with by any succeeding owners. I, _____, do hereby request permission to make the following modification to my home in Bell Creek located at _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-Mail Address _____

DESCRIPTION OF REQUEST: _____

Attach the following as applicable:

- Plot Plan with proposed modification(s) to approximate scale with dimensions. PLAT COPY MUST BE SUBMITTED WITH REQUEST AND IT MUST BE THE FINAL SURVEY COPY WITH THE ENGINEER'S STAMP INCLUDED AND VISIBLE ON THE COPY. Plot Plan should be up to date showing all exterior structures and improvements.
- Digital photos in .JPEG/JPG format showing "before pictures" of proposed improvement / modification area. Photos should be taken of close up views, street views and any other view from that of an adjoining property.
- Complete description (photos/drawings/brochures) as to construction design, materials (types & sizes), & color/finish.
- *Fence applications only:* Indicate and show on plot plan if connecting to adjoining fences on any side/rear and include photos of areas.
- Floor Plan, Elevation, Section Drawing (i.e. footings) for any construction related improvement.
- Copy of County Building Permit (if applicable) to be submitted to HOA prior to work commencing, not with this form.

I do, by my signature, understand and agree to the following:

1. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
2. That the modification(s) will not in any way hinder yard care or any other Association maintenance responsibility.
3. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
4. That the Homeowners Association reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or 2) the modification is not maintained in a safe condition; or 3) the modification is not maintained in keeping with the surrounding structures and/or is not satisfactory to the Board of Directors.
5. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable).

Date

Homeowner Signature(s)

Date Received by Association

Signature

- APPROVED** by Board of Directors **OR**
 APPROVED with Following Contingencies by Board of Directors:

HOA Board Representative Signature

Date Signed

- DISAPPROVED for the following reason(s)** by Board of Directors:

HOA Board Representative Signature

Date Signed

BK/ARC/ARC modification form 2/08, 3/15, 6/16

You may submit the application package to Community Group: Via **Email:** email@communitygroup.com , Via **Fax:** (804) 346-8640, or Via **Mail:** 3901 Westerre Parkway, Suite 100, Richmond, VA 23233 An automated email confirmation will be sent to your email provided.