

ARCHITECTURAL APPLICATION INSTRUCTIONS

Refer to Resolution R2015-3 for modification standards and regulations. WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **Detailed Drawings.** A sketch drawing should be included to specify the exact location of the proposed improvement. Landscaping improvements **MUST** include type of plants, size, and number of plants to be planted.
2. **Description of Materials.** Provide a list of **ALL** materials to be used in the proposed construction.
3. **Dimensions.** Provide all dimensions, including height.
4. **Description of Colors.** Actual color samples/photos should be included.
5. **Photographs.** Photograph of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture of proposed improvements.
6. **Drainage.** Changes in grade or other conditions that will affect drainage **MUST** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
7. **Signatures of Property Owners.** Obtain signatures of all property owners who will be most affected by the change. A minimum of **TWO** signatures **IS** required with the application, preferably **FOUR**. **Neighbors signatures are to acknowledge that the work is going to be commenced, not to approve or disapprove of the modification.**

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM
ARCHITECTURAL MODIFICATION REQUEST FORM

Send to: **Amberlea at South Riding Condominium**
c/o SFMC INC
9464 Innovation Drive, Manassas, VA 20110
amberlea@sfmcinc.com

Name of Owner: _____

Amberlea Address: _____

Lot: _____ Telephone (H): _____ (W): _____

Proposed Improvement:

The following must be submitted with application:

- ✓ Site plan/plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties) and noting any changes that will be made to grade.
- ✓ Color samples, if applicable.
- ✓ Architectural plans/drawings or Manufacturer's brochure.
- ✓ A minimum of two (2) property owners signatures, preferably four (4), who are most affected by your request because they are adjacent to or have a view of the property.

I hereby certify that I am the Owner of Record of the property listed above and have the authority to commit to design changes and otherwise represent the property. In addition, the information provided on this application is accurate to the best of my knowledge. I understand that I am responsible for obtaining any required county approvals relating to said improvements and I will comply with all applicable county ordinances. I acknowledge and agree that I will be solely liable for any claims, including without limitations, claims for property damage or personal injury, which result from the requested addition or modification. I understand that I will be responsible for any damage to adjoining property (including common area) associated with the improvement. I hereby indemnify the Association, its agents and employees from and against any and all such claims. Moreover, I accept responsibility for all maintenance, repair and upkeep of said addition or modification.

Signature of Owner

Date

THE AMBERLEA AT SOUTH RIDING CONDOMINIUM BOARD OF DIRECTORS DECISION

Approval by Amberlea Condo Board of Directors Does NOT Constitute Approval by the Master Association.

Request approved as submitted ρ Request approved subject to conditions ρ Request disapproved ρ
(See below)

Signature of Board of Director Member

Date

Minimum of at least TWO property owners, preferably FOUR. Acknowledgement by all adjacent property owners is needed. Their signatures (below) indicate an AWARENESS of intent and do not constitute approval or disapproval.

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____

Name: _____

Address: _____