

ARCHITECTURAL REQUEST FOR CHANGE (ARC) FORM TERRACE TOWNHOUSES OF BEVERLY HILLS

IMPORTANT! PLEASE READ CAREFULLY: Please submit only (1) improvement per application to avoid confusion and/or project delays. Please be sure you have provided all the necessary information to complete your application. Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines.

PLEASE PRINT CLEARLY

Name: _____

Address: _____ Lot#: _____

City: _____ State: _____ Zip: _____

Phone: (H): _____ (W): _____ (C): _____

Email: _____ @ _____

PROJECT TYPE (i.e., Doors, Windows, etc.): _____

Detailed Description: _____

APPLICATION DOCUMENTATION REQUIREMENTS – PLEASE READ CAREFULLY!

You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material.

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand your intent.
2. Sketch, photo or manufacturer's brochure showing the design/style of the improvement.
3. Description of materials. Color / finish of the material – include color samples.
4. Architectural plans/drawings (for major additions/improvements) – construction details.
5. Copy of City/County permit(s) – if applicable.

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) Obtaining all required City/County approvals relating to said improvements.
- (ii) Complying with all applicable City/County ordinances.

- (iii) Any damage to adjoining property (including common area) or injury to third persons associated with improvement.
- (iv) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will comply with those guidelines.

Signature of Owner

Date

Signature of Owner

Date

SUBMIT YOUR APPLICATION VIA MAIL OR EMAIL - *Email is preferred***

MAIL TO: Terrace Townhouses of Beverly Hills
 c/o American Management of Virginia, Inc.
 722 East Market Street #101
 Leesburg, VA 20176

OR EMAIL TO: Renee Rutherford
RRutherford@amvirginia.com

*****Email application as ONE document file*****

ARCHITECTURAL REVIEW BOARD (ARB) DECISION

Approved as submitted.

Approved Subject to: _____

Denied due to: _____

HOA Representative **Date**

ADDITIONAL COMMENTS:

