

**Exterior Alteration Application**  
**Architectural Review Board**  
**The Courts and Ridges of Ashburn Association**

**Instructions**

1. Carefully review the Architectural Guidelines prior to completion of this form. Application guidelines are reviewed in section V.
2. Describe in full detail the proposed exterior change or modification, and attach exhibits (sketches, pictures, clippings, catalog illustrations) as pertinent.
3. Attach the certified plat (provided by your builder at closing) showing the location of the proposed project.
4. Specify Start and completion dates.
5. Include the signatures of four (4) property owners who are **most affected** by the proposed request because they are adjacent to, or have a view of the proposed project.
6. Sign and date the application on the back of this page.
7. Submit one original application and two copies. (Retain a copy for your records.)

Name of Applicant: \_\_\_\_\_

Address of proposed change: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Lot #: \_\_\_\_\_

Description of Change / Modification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ and Completion Date: \_\_\_\_\_ Plat attached? Y or N

**Four (4) Signatures:**

Your signature indicates an awareness of the applicant's intent and does not constitute nor indicate approval or disapproval.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot #: \_\_\_\_\_

1. Nothing herein contained shall violate any of the provisions or Building and Zoning codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand that the Building Ordinance of the Loudoun County Building Department requires that I file plans with the Building Inspector in Leesburg, Virginia for construction requiring a building permit.
3. I understand that any construction or exterior alteration by me, or on my behalf, before approval of this application is not allowed. If alterations are made, I may be required to return the property to its original condition at my expense if this application is disapproved wholly, or in part, and I may be required to pay any/all legal expenses incurred.
4. I understand that members of the Architectural Review Board (ARB) are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such an entry does not constitute a trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. I understand that the application review process usually takes no longer than 15 working days if a “conforming” application is submitted by the first day of each month. I understand that an ARB decision is required on all complete applications within 45 working days of the receipt of said application by the community manager.
7. I acknowledge that I have received and am aware of the Associations Declarations of Covenants and Restrictions in regard to the review process established by the board of directors.
8. I understand that the alteration authority granted by the ARB will be automatically revoked if the change or modification requested has not commenced within 180 days of the approval date and or completed date established by the ARB.

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Committee Recommendation:**

**ARB Remarks:**

**ARB Action:**

**Date of Decision:**

**Project completion date:**

If you disagree with the decision of the ARB, an appeal may be made. For procedures, please refer to Section IV of the *Architectural Guidelines*.