

THE COURTS & RIDGES OF ASHBURN ASSOCIATION
EXTERIOR ALTERATION APPLICATION

INSTRUCTIONS

1. Carefully review the Architectural Guidelines prior to completion of this form. Section V of the Architectural Guidelines discusses the modifications that require an application.
2. Describe in full details the proposed exterior change or modification, including dimensions, types of material and color, and attach exhibits (sketches, pictures, clippings ,catalog illustrations) as pertinent. The application must include pictures that show the current structural appearance and colors. Pictures provided should include a full view of the home surrounding the affected area. The application must include all proposed colors regardless of material. The application should specify the brand, model #, color code, etc of the colors that will be used. An official color sample from the manufacturer is requested.
3. Attach the certified plat (provided by your builder at closing) showing the location of the proposed project. Draw proposed project on plat noting the dimensions on the plat, to include the distance from the lot/property lines. (A plat is not required for requests to change color or texture of pre-existing items.)
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 either by mail or email to dasha.collins@pmpbiz.com
8. Applications must be submitted to Property Management People at 552 Fort Evans Road, Suite # 202, Leesburg, VA 20176 by 3:00 PM the Friday prior to the ARB meeting. The date of the ARB meetings can be found on the Courts and Ridges webpage at www.courtandridges.org.
9. Applications that do not meet the deadline may be submitted to the ARB in person at the meeting. When presenting the application in person the applicant must still provide 3 copies of the application and supporting information called out in the previous paragraphs. Only the first 30 minutes of the ARB meeting will be open for walk-in applications. Applications must be complete per the guidance provided here to be reviewed and voted on by the ARB.

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Name of Applicant: _____

Address of Proposed Change: _____

Home/Cell Phone: _____ Work Phone: _____

E-mail Address: _____

Description of Change / Modification:

Start Date: _____ 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: _____
Signature: _____
Lot Number: _____

Name: _____
Address: _____
Signature: _____
Lot Number: _____

Name: _____
Address: _____
Signature: _____
Lot Number: _____

Name: _____
Address: _____
Signature: _____
Lot Number: _____

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.

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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: _____

*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*.

INTERNAL USE ONLY

COMMITTEE RECOMMENDATION

ARB REMARKS: _____

ARB ACTION: _____

DATE OF DECISION: _____ PROJECT COMPLETION DATE: _____

SIGNATURE: _____