

ARCHITECTURAL CHANGE APPLICATION

Attach items required by the Architectural Control Committee (ACC) Regulations. The complete form, with any attachments, may be brought to any monthly ACC meeting held the first Thursday of each month (except July) at 7:00 p.m. in the **Conference Room, Loudoun County Sherriff's Substation, 46620 E. Frederick Dr., Sterling, VA.**

Alternatively, you may email in PDF format just the application and supporting materials to ACC@forest-ridge.org or you may mail your form and supporting documents to: **ACC Application, Forest Ridge Homeowners Association, P.O. Box 493, Sterling, VA 20167**

LOT #: _____ PROPERTY ADDRESS: _____

Check one: Addition Alteration Replacement Other

DESCRIPTION (provide as many details as possible):

Dimensions (i.e., decks, porches, additions): _____

For shingles, siding, shutters, exterior doors (includes garage, screen/security doors), exterior trim and gutters:

Existing Color: _____ New Color (must provide sample): _____

Building Materials and Supplier(s): _____

Contractor Name: _____ Approx Cost: _____ Est. Completion Date: _____

Owner Name: _____ Telephone: _____

Email Address: _____

I understand that all exterior property modifications must comply with the Forest Ridge Homeowners Association Covenants, Bylaws, and/or Architectural Control Regulations and with all Fairfax or Loudoun County and/or State of Virginia building codes. Furthermore, I have informed each of my neighbors of this application. **Any changes not listed on this form are NOT approved.** Some modifications may require the written approval of adjacent lot owner(s). I understand that the FRHOA Architectural Committee and/or Board of Directors retain the right to request such approvals prior to final consideration of this application.

Date: _____ Signature _____

Attachments: Please list (some examples, but not limited to these): **plat, material samples/colors, County permits etc.)**

A = Approved D = Disapproved	FRHOA ARCHITECTURAL COMMITTEE ACTION
A D _____	_____
(circle one) Signature	Date
A D _____	_____
(circle one) Signature	Date
A D _____	_____
(circle one) Signature	Date
If application is denied and an appeal is pursued, date appeal heard and final resolution of the FRHOA Board of Directors:	
Date: _____ Architectural Committee Decision Upheld _____ Reversed _____ Explanation: _____	

(s) _____, President,	
FRHOA Board of Directors Completed work inspected on _____ (date) by _____ (Print Name)	

ACC APPLICATION REQUIREMENTS – General Information Only

Homeowners please refer to the ACC Regulations prior to submitting requests.

V. Application Requirements –

A. General Information

1. Property must be in good standing with annual assessments and ACC requirements before any new application will be considered.
2. Only current homeowner on FRHOA records may submit an ACC application.

B. Application Form and Required Documents

1. The more information provided with your ACC request, the easier it is for the Committee to render a timely and accurate evaluation. If the plans are not complete, legible and reproducible, the Committee may be forced to reject the proposal due to insufficient information.

2. All applications must include:

- a. Plat plan showing the location of new construction. Plats may be obtained through appropriate county real estate records office.
- b. All dimensions (length, width, height, roof slope, etc.) of the new construction or modification.
- c. Detailed drawing / sketch of the proposed construction or modification. Measurements of new project and relevant house structure or property are required in most cases. Photos of current house/yard details should be provided in order to clarify the proposed construction or modification, where applicable.
- d. Description or samples of construction materials.
- e. Sample of the proposed colors. Present colors must also be indicated if appropriate.
- f. If new project includes any fencing, a certified plat plan indicating proposed construction of new fence and a drawing showing the location of any existing fence(s) of adjacent properties to avoid unreachable corridors.
- g. Where a building permit is required, copies (non-returnable) of documents that will be submitted for the building permit shall accompany the ACC application. Homeowners may want to obtain ACC pre-approval of design and colors before obtaining any required permit(s) from county. Final approval is required after building permits are provided to ACC. 30 day approval time period starts with ACC receipt of final application and required building permits.