

SYCAMORE HILL HOMEOWNERS ASSOCIATION, INC.
REQUEST FOR MODIFICATION OR ADDITION

APPLICANTS NAME: _____

ADDRESS OF PROPOSED CHANGE: _____

HOME PHONE: _____ WORK PHONE: _____ LOT #: _____

FIRST SUBMITTAL: YES NO

Instructions to the Applicant:

1. The ARB Guidelines specifically require the following for submittal of each proposed change.
 - a) Site Plan – A site plan is most easily prepared by submitting a copy of the property plan. Proposed changes should be indicated including dimensions and distances from the adjacent property and houses.
 - b) Materials and Color – Description of materials and colors to be used and an indication of the existing colors and materials should be provided. Sample color chips should be submitted where materials and/or colors are compatible but different from existing structures.
 - c) Drawings and Photographs – A graphic description should be provided. May be in the form of the manufacturer’s literature or photographs as well as freehand or mechanical drawings. The sketch, diagram or photograph must be accompanied by a written description.
2. Submit application form, drawings, and other required documents in duplicate to:

Sycamore Hill Homeowners Association, Inc.
402 Ginkgo Terrace, NE
Leesburg, Virginia 20176
3. All alterations, except paint changes and storm doors/windows require a house location survey indicating the location of the proposed changes.

Describe proposed changes (attach additional sheets if necessary):

4. Obtain signature of property owners who will be most affected by the change (minimum of 2)		
NAME	LOT #	I acknowledge that I have been advised of this change
_____	_____	_____
_____	_____	_____

5. Estimated start date: _____ Estimated Completion Date: _____
(Allow 45 days for ARB approval prior to start date)

6. Material herein contained shall represent alterations which comply with the zoning and building codes of the County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The homeowner is responsible for obtaining the necessary building permits prior to commencement of construction.
7. No work shall commence until written approval of the Architectural Review Board has been received by the homeowner. Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, the homeowner may be required to return the property to its former condition at my/our expense, and that the homeowner may be required to pay all legal expenses incurred.
8. Approval is contingent upon all work being completed in a workmanlike manner. Members of the ARB and/or the Management Agent may make a routine inspection.
9. Approval as granted by this application will be revoked if work has not commenced with _____ days of the approval of this application, and/or completed by the date specified by the ARB
10. This request is subject to restrictions by the Covenants and a review process as established by the Board of Directors. Any variation from the original application must be resubmitted for approval.

Homeowner’s signature: _____ Date: _____

FOR COMMITTEE USE ONLY

Date received: _____ Date Action taken: _____

Approved: [] with these exceptions: _____

Not Approved [] for these reasons: _____

Pending [] Incomplete [] Returned to Owner [] Provide the following: _____
