

**APPLICATION FOR ARCHITECTURAL CHANGE**

Mail Application to	Timberlake-Spotsylvania HOA, Inc. Covenants Committee Landmarc Real Estate P.O. Box 7268 Fredericksburg, VA 22404		Date Received	Office Use Only
	Name	<input type="text"/>	Home Phone	<input type="text"/>
Applicant Information	Street Address	<input type="text"/>	Work Phone	<input type="text"/>
	Email Address	<input type="text"/>	Lot Number	<input type="text"/>

Please use the area below to describe in detail all proposed improvements, alterations or changes to your lot or home. Attach required details by providing sketches, drawings, pictures, catalog illustrations (must be to scale) and any other data as specified in the Design Standards to assist the Architectural Committee approval process. Show location of all existing and proposed improvements on your lot site plan or survey. It may take **sixty days** to process your submittal once the Architectural Control Committee has received a complete package. **Incomplete packages will be returned.**

Start Date       Completion Date

**OWNER'S ACKNOWLEDGEMENTS**

I/WE UNDERSTAND ... That nothing herein contained shall be construed to represent that alteration to land or buildings in accordance with these plans shall not violate any of the provisions of County Building and Zoning Codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

- 1. I understand that no work on this request shall commence until written approval has been received by me.**
2. .... That any construction or exterior alteration undertaken by me or in my behalf before approval of this application is not allowed; that, if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and, that I may be required to pay all legal expenses incurred.
3. .... That any approval is contingent upon construction or alteration being completed in a workman like manner.
4. .... That members of the Architectural Control Committee are permitted to make an inspection.
5. .... That there are architectural requirements covered by the Covenants, Design Standards and a review board process as established by the Board of Directors.
6. .... That the project shall be completed within 30 days of commencement of the project (unless otherwise noted by the ARC).
7. .... That the alteration granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.
8. .... My signature indicates that these standards are met to the best of my knowledge. I understand that application for all required building permits and adherence to city building codes are my responsibility.
9. .... That any variation from the original application must be resubmitted for approval.

**OWNER/APPLICANT SIGNATURE**

Signature	<input type="text"/>	Date	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>
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