



Exterior Alteration Application

Please mail or deliver completed form to:

Little Rocky Run Homeowners Association
6201 Sandstone Way
Clifton, VA 20124

If you have questions or need assistance, please call: 703-830-0411 (M-F, 9am-5pm)

PLEASE PRINT OR TYPE

Owner's Name		Proposed Alteration <input type="checkbox"/>	Existing Alteration <input type="checkbox"/>
Address of Proposed Change		Lot#	Sect.#
Home #:	Work #:	Email:	

INSTRUCTIONS TO APPLICANT

- Complete all blanks. Incomplete applications will be disapproved.
- Please consult the Architectural & Maintenance Standards for specific details required for each change.
- Provide required details on attached sheets (sketches, scale drawings, photos, catalog illustrations, architectural plans, etc.)
- For paint or color changes, provide the name of the color AND sample color palate from the manufacturer.

- For all alterations, except paint changes and storm doors/windows, a copy of the plat is required. Indicate on the plat the location of the proposed structure.
- Please indicate an estimated start and completion date:

Estimated Start Date	Estimated Completion Date*

**Must be completed within 120 days of approval.*

DESCRIBE CHANGES DESIRED ("See Attached" is not a sufficient description)

What is being changed or added? Give a brief description of your proposed alteration:	
Proposed color	<input type="checkbox"/> Color sample attached
Proposed size and location	<input type="checkbox"/> Illustrated on attached plat - to scale
Proposed materials to be used	<input type="checkbox"/> Sample attached
Proposed style	<input type="checkbox"/> Illustration attached

NEIGHBOR ACKNOWLEDGEMENT OF PROPOSED CHANGE

Four (4) signatures of impacted/adjacent property owners are required. In the event that there are not four impacted/adjacent property owners, other owners' signatures may be substituted. **FOUR SIGNATURES REQUIRED FOR A COMPLETE APPLICATION.**

Name	Lot#	Name	Lot#
Address	Sect.#	Address	Sect.#
Name	Lot#	Name	Lot#
Address	Sect.#	Address	Sect.#

OWNER SIGNATURE & CERTIFICATION

The ARB has 45 days to approve/disapprove this application. If the application is not approved, the Little Rocky Run Board of Trustees provides an appeal procedure. To initiate the appeal process, a written request for an appeal must be submitted to the ARB Administrator within 10 working days of receiving the ARB disapproval. If you have any questions or concerns about this application, contact the Homeowners Association office at 703-830-0411. The applicant further certifies that the alteration will be completed as approved and will not encroach on another property. **Note: The reverse side of this form contains additional information for completing applications.**

Owners' Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE - FOR STAFF & VOLUNTEER USE ONLY

HOA STAFF

Date Received:	Date Forwarded to ARB:	Suspense Date:
FYI:		
Comments:		

ARCHITECTURAL REVIEW BOARD

<input type="checkbox"/> Approved as submitted.	<input type="checkbox"/> Disapproved. Reason for disapproval:
<input type="checkbox"/> Approved contingent upon:	

ACTION REQUIRED

<input type="checkbox"/> By HOA	
<input type="checkbox"/> By ARB	
<input type="checkbox"/> By Homeowner	

1. I understand that I must also comply with all provisions of the Fairfax County building and zoning codes. Neither ARB approval nor County approval supersedes.
2. I understand and agree that no construction or exterior alteration shall commence until written approval of the Architectural Review Board has been received by me, and 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 required. I understand and agree that all construction or alterations shall be performed as approved by the Architectural Review Board, in the event that I deviate from the approved plan, I may be required to return the property to its former condition at my expense.
3. I understand that members of the Architectural Review Board are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, and that such entry does not constitute trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. I understand that the approval granted by this application will be revoked automatically if the alterations requested has not been completed within 120 days of the date this application was approved by the Architectural Review Board. I must contact ARB for an extension if necessary.
6. I understand that I may not rely upon a verbal approval by the Architectural Review Board or one of its members. Architectural Review Board approvals are communicated in writing only.