

**GLEN ALLEN HOMEOWNERS ASSOCIATION
REQUEST FOR MODIFICATION OR ADDITION**

Note: Please submit an original and two (2) copies of this form. One copy reflecting the action taken by the ARC will be returned to you for your records.

OWNER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

UNIT NUMBER/LOT: _____

TELEPHONE: (H)____/____-____ (W)____/____-____

(C)____/____-____

In accordance with the Declaration of Covenants, Conditions and Restrictions referred to in the Deed covering the property described above, I/we hereby apply for written consent to make the following modification(s) or addition(s).

DESCRIPTION OF MODIFICATION OR ADDITION REQUESTED

The description should include complete information necessary for the ARC to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. Please submit photographs, sketches, brochures, or copies of your plat, if appropriate.

HOMEOWNER SIGNATURE

DATE

Acknowledgement by adjacent property owners is a suggested courtesy. Their signatures indicate an awareness of intent and do not constitute approval or disapproval.

NAME: _____

ADDRESS: _____

NAME: _____

ADDRESS: _____

Owner's Acknowledgement: I/We understand that:

1. 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. I/We are responsible for obtaining the necessary building permits prior to commencement of construction.
2. No work shall commence until written approval of the ARC has been received by me/us. Any construction or exterior alteration before approval of this application is not allowed and that, if alterations are made, I/we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
3. Approval is contingent upon all work being completed in a workmanlike manner. Members of the ARC may make a routine inspection.
4. This request is subject to restriction 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. A copy of this request will be returned to me/us after review by the ARC.

HOMEOWNER SIGNATURE

DATE

ARCHITECTURAL REVIEW COMMITTEE

Approved as requested.

Approved subject to the following conditions/modifications:

Disapproved for the following reasons:

Copy returned to Owner on _____

ARC Signature

Date