

Architectural Review Application

Lake Terrapin Homeowners Association, INC.

FirstService Residential DC Metro, LLC

Architectural Team

3975 Fair Ridge Drive, Suite 210S

Fairfax, VA 22033

An application fee of \$25 must be submitted with each application. Checks should be made payable to Lake Terrapin Homeowners Association and should accompany each application. **(A maximum of 3 modifications may be requested per application. NOTE: If one modification is denied, the entire application is denied.)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Estimated Start and Completion Dates: \_\_\_\_\_

(After Approval from the Architectural Review Board)

**Directions:**

The Declaration of Covenants requires that you submit to the Architectural Review Board for approval all proposed exterior additions, changes, or alterations to your house and lot. In order to be considered by the Architectural Review Board, your application must include detailed information describing the proposed improvements, alterations, or changes to your lot and/or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, a copy of your house location survey (recorded plat) with the location of the proposed modification marked, etc. to fully describe the proposed change. Make sure your application is complete. An application submitted without all required documents will be considered incomplete. In such cases, the Architectural Review Board's review period will not commence until all required documents have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed improvements, alterations, or changes. If you have any further questions regarding the required documents of the application process, you are advised to seek guidance from FirstService Residential prior to submission of an application.

**Description of Proposed Change (Please print or type):**

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**Neighbors' Acknowledgements:** You are requested to obtain the signatures of all lot owners whose lots are adjacent to yours. Signature by your neighbors indicates an awareness of your proposed change but does not constitute approval or disapproval on their part.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

**Owner's Acknowledgement:** I/we understand that:

1. Material contained herein will represent alterations that comply with the zoning and building codes of Prince William County to which the above property is subject. Further, nothing herein contained will be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary permits prior to commencement of construction.
2. No work will commence until the owner has received written approval from the Architectural Review Board (hereinafter "ARB") or the Board of Directors (hereinafter "BOD"). Any construction or exterior alteration before approval of this application is not allowed, and if alterations are made, I/we may be required to return the property to its former condition at my/our expense, and I/we may be required to pay all legal expenses incurred.

3. Approval is contingent upon all work being completed in a professional manner, and any alteration or modification that is not finished in such a manner and in accordance with the approval granted herein may be required to be removed or repaired at the homeowner's risk and expense, including any legal fees required to enforce this acknowledgement. Members of the ARB or the BOD of the Management Agent may make routine inspections. Approval, if granted, is solely meant as a waiver from the restrictions in the Declaration and is not meant to comment or advise on the fitness or safety of any proposed alteration or modification.
4. This request is subject to restrictions by the Declaration and a review process as established by the BOD. Any variation from the original application must be resubmitted for approval. The ARB or the BOD will return a copy of this request to me/us after review.
5. I/we acknowledge and agree that I/we will be solely liable for any claims, including, without limitations, claims for property damage or personal injury that result from the requested addition or modification. I/we hereby indemnify the Association, the BOD, the ARB and the management Agent from and against any and all such claims. Moreover, I/we accept responsibility for all maintenance, repair, and upkeep of said addition or modification.

Signature (s) of Owner (s): \_\_\_\_\_

Date received by the ARB: \_\_\_\_\_

**ACTION BY THE ASSOCIATION**

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Date

**Approved as submitted**      **Denied**

**Approved subject to the following conditions:**

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