



Date Received ___/___/___

Date Accepted ___/___/___

EXTERIOR ALTERATION APPLICATION – PAGE 1

APPLICATION INSTRUCTIONS

1. Please carefully review the Architectural Design & Maintenance Standards prior to submitting this form available at http://ashburnfarmassociation.org/covenants_department.html
2. Please provide a site plan or plat of your property with the location of the exterior change clearly marked. Provide start and completion dates, pictures, sketches, drawings, clippings, etc. of materials, the finished product, etc. and describe in detail the exterior change or modification you are planning.
3. This Exterior Alteration Application (EAA) and all applicable EAA Worksheets, which are available online, must be filled out completely, including the signatures of the four (4) property owners who are most affected by this change or modification and attached to your property plat, and supplemental pictures, drawings, etc. to be accepted.

Applicant's Name:				
Address Of Proposed Change:				
Lot No.		Home Phone		Work Phone

DESCRIPTION OF CHANGE

Start Date		Completion Date	

NEIGHBOR'S SIGNATURES

*Signatures of the four (4) property owners who are adjacent to, or have a view of the exterior change or modification are **REQUIRED** as notification of your intent, but their signature does not constitute nor indicate approval or disapproval.*

Neighbors should contact the Association Office with any concerns/comments.

Name:		Name:	
Signature:		Signature:	
Address:		Address:	
Lot No.:		Lot No.:	
Name:		Name:	
Signature:		Signature:	
Address:		Address:	
Lot No.:		Lot No.:	

EXTERIOR ALTERATION APPLICATION – PAGE 2

Applicant's Name:	
Address Of Proposed Change:	

NOTES:

1. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Loudoun County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. The Applicant understands that the Building Ordinance of the Loudoun County Building Department requires that plans be filed directly with the Building Inspector in Leesburg, Virginia for construction requiring a Building Permit.
3. The Applicant understands that any construction or exterior alteration undertaken by them, or on their behalf, before approval of this application is **NOT ALLOWED**. If alterations are made, the Applicant may be required to return the property to its former condition at the Applicant's own expense if this application is disapproved wholly or in part, and that the Applicant may be required to pay all legal expenses incurred.
4. The Applicant understands that members of the Architectural Review Board (ARB), Management and Staff are permitted to enter upon their property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
5. The Applicant understands that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. The Applicant understands that an ARB decision (approved/modify/disapproved) is required on all "complete" applications within Forty-Five (45) days of receipt of said application by the ARB. It is further understood that said applications are "conforming" to the established Standards and Covenants.
7. The Applicant is aware of Ashburn Farm's Declaration of Covenants and Restrictions in regard to the review process established by the Board of Trustees (BOT).
8. The Applicant understands that the alteration authority granted by the ARB will be automatically revoked if the change and/or modification requested has not commenced within Six (6) months of the approval date and/or completed by the date established by the ARB.
9. If Exterior Alteration pertains to planting in the common area, the Applicant understands that they **must** follow the Homeowner Guidelines (see www.ashburnfarmassociation.org) for planting on Ashburn Farm Property.

Applicant's Signature _____

Date: _____

ARB RECOMMENDATION:

ARB/Staff Remarks:

ARB Action:

ARB Member's Signature _____

Date: _____

If an Applicant disagrees with the decision of the ARB, an appeal may be submitted. See the Architectural Design & Maintenance Standards for the appeal procedures.
