



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 <https://ashburnfarmassociation.org/main/wp-content/uploads/ARB/arch-design-maint-stand.pdf>.
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:			
Home Phone		Work Phone	
Applicant's Email:			
Please Provide a Written Description of your Proposed Modification Below			
Start Date		Completion Date	

NOTICE TO NEIGHBORS

You are required to notify the residents of the four (4) adjacent properties, or the residents of the four (4) properties with a direct view of the exterior modification proposed and must get the signatures of those residents as proof of notice for the application to be accepted. Their signature is not an approval or disapproval, but they are entitled to inspect the completed application and provide comment to the Association to be considered by the Architectural Review Board prior to approval.

Name:	
Signature:	
Address:	
Name:	
Signature:	
Address:	

Name:	
Signature:	
Address:	
Name:	
Signature:	
Address:	

EXTERIOR ALTERATION APPLICATION – PAGE 2

Applicant's Name:	
Address of Proposed Change:	

NOTES:

- 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.
- 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.
- 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.
- 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 projects, and that such entry does not constitute a trespass.
- The Applicant understands that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
- The Applicant understands that an ARB decision (approved/modify/disapproved) is required on all "complete" applications within Forty-Five (45) days of receipt and said application by the ARB. It is further understood that said applications are "conforming" to the established Standards and Covenants.
- 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).
- 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.
- 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 Common Property.

NOTE: All completed Exterior Alteration Applications to be reviewed by the ARB must be received in the Association Office on or before the Thursday before the scheduled ARB meetings. The ARB meets the 2nd and last Thursdays of the month (except November & December).

I, the property owner / applicant of the property noted on this exterior alteration application, certify that the intended modification described herein, will not materially change the flow of water on-to or off-of my property, or negatively affect the flow of water on-to, or from neighboring properties.

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.