

MOUNT AIR HOMEOWNERS ASSOCIATION
APPLICATION FOR APPROVAL FOR EXTERIOR DESIGN CHANGE
Request Architectural Approval

*'Both pages of the application must be completed** Date _____

Record Owner(s) _____ Phone _____

Property Address _____

Mailing address (if different) _____

Description of Variance Requested

Please complete the appropriate section(s):

Siding replacement: Sample portion is required

Manufacturer and Style _____

Board size _____ Color _____

Other Specifics _____

Sides replaced All _____ Front only _____ Back only _____

Roof replacement: Sample portion of shingle is required

Manufacturer and Style _____

Color _____ Other Specifics _____

Gutters and Downspouts: Sample of color is required

Manufacturer and Style _____

Color _____ Other Specifics _____

Other Requests: Please fill out applicable sections. *Sketches/Brochures are required (door, decks, sheds, landscaping, and other exterior changes/structures)* Please use a separate sheet if necessary.

Request _____

Dimensions _____ Color _____ Material _____

Other Specifics _____

Further Requirements

All exterior changes/replacements must be applied for. The Association is not responsible for omissions or errors by the applicant. The applicant shall describe the variance in full. *The Committee will not review the applicant's contract or contractor estimate to determine the variance requested* Nothing herein contained shall be construed as a waiver or modification of any restrictions. **Any changes/replacements completed without/outside of approval may be subject to removal at the owner's expense.**

All proposed improvements must meet local building and zoning codes. Application for local building permits is the applicant's responsibility. Alterations to the land or building must be made in accordance with the Homeowner Association documents.

The Association assumes no responsibility for any damage to person or property resulting from or related to any change to a unit. Per the Association documents, this application will be processed within 30 days of the day it is received by the *Association's Committee members*.

The undersigned understands and agrees that no work on this request shall commence until written approval of the Committee has been received. The undersigned has read and understands the applicable provisions of the Virginia Property Owner's Act, the Association documents, and the provisions of this application in regard to property changes. The owner requests design approval and grants permission to the Association to enter on the property to consider the request and to inspect during installation and upon completion. Applicants are expected to notify their neighbors of the proposed work and address their areas of concerns regarding the proposed design change. Applicant should notify Committee of any objections by neighbors.

Signature(s) of record owner(s)

Date

***** For Committee Use Only *****

Date _____ Application number _____ Reviewed by _____

Approval _____ Approval with Condition _____ Denial _____

Stipulations/Conditions _____

