

**DESIGN REVIEW APPLICATION
WESTERLEY HOMEOWNERS ASSOCIATION**

Please allow 30 - 45 days for the application to be processed after you have submitted all documents.

To: Architectural Review Board
**Westerley Homeowners
Association c/o
Sentry Management**
602 S. King Street, Suite 400
Leesburg, VA, 20175

Tel: (540) 751-1888 ext 56610
Fax: (540) 751-1899

Name	
Address	
Mailing Address (if different)	
Home Phone Number	
Work Phone Number	

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 change (typically, plans and specifications including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of the survey with the location marked). Make sure your application is complete. An application submitted without all required submissions will be considered incomplete. In such case, the Architectural Review Board's review period will not commence until all required submissions have been provided. Other exhibits may be requested to permit adequate evaluation of the proposed change. If you have any questions regarding the required submissions or the application process, you are advised to seek guidance from CMC prior to submission of an application.

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. Please provide required details by attaching sketches, drawings, clippings, pictures, catalog illustrations, and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

Purpose of Improvement	
Estimated Construction Start Date	
Estimated Construction End Date	

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Neighbors' Acknowledgments:

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

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Name: _____
Address: _____
Lot _____
Signature: _____

Owners' Acknowledgments:

I/we understand and agree:

1. _____ that approval by the Architectural Review Board shall in no way be construed as to pass judgment on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. _____ that approval by the Architectural Review Board shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the county in which the property is located.
3. _____ that approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Architectural Review Board to disapprove such plans and specifications, or any elements or features thereof, in the event such plans are subsequently submitted for use in any other instance.
4. _____ that no work on the proposed change shall begin until written approval of the Architectural Review Board has been received by me; that, if work is begun prior to approval, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part; and I may be required to pay all legal expenses incurred.
5. _____ that there shall be no deviations from the plans, specifications, and location approved by the Architectural Review Board without prior written consent of the Architectural Review Board; any variation from the original application must be resubmitted for approval.
6. _____ that I authorize members of the Architectural Review Board or managing agent to enter upon my Property to make one or more routine inspection(s).
7. _____ that construction or alterations in accordance with the approved plans and specifications must commence within 6 months of the approved date of this application and be completed within 12 months of the approved date, otherwise the approval by the Architectural Review Board shall be deemed conclusively to have lapsed and to have been withdrawn.
8. _____ that it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to construct the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.
9. _____ that I am responsible for any damage and all cost to repair green space or community property that result from the proposed modification.

Owner/Applicant Signature _____ **Date** _____

Co-Owner/Applicant Signature _____ **Date** _____

Required Attachments: Descriptive information (typically plans and specifications, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, materials, and a copy of the survey with the location marked).

Please list Attachments: