

## INSTRUCTIONS

Copies of the Architectural Guidelines have been distributed to all homeowners; additional copies are available by written request to P.O. Box 522, Sterling, VA 20167. For detailed instructions and for design suggestions, refer to the Architectural Guidelines. For specifics, refer to that section of the guidelines dealing with the type of project you are proposing. In addition to this application, you will need to submit the following:

- (1) Full details of purpose and/or reason for improvement.
- (2) Legal Site (Plat) plan with location of improvement drawn to scale. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open areas. For fence applications, applicant must show the location of all homes adjoining the fence.
- (3) Drawings and/or illustrations showing design of proposed improvement.
- (4) Scale drawing or architectural plan showing exact dimensions of improvement.
- (5) Type of wood or other materials to be used.
- (6) Color, i.e., natural, stain, or paint (if paint, include color samples if applicable).
- (7) Grading plan, if changes in grade or other conditions affecting drainage are anticipated, i.e., concrete patios, brick patios. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
- (8) Landscaping plan (optional).
- (9) Written agreement and signature of affected lot owner if improvement falls on property line.
- (10) Submit two copies of the completed form to the **Architectural Control Committee, Spring Grove Farm HOA, P.O. Box 522, Sterling, VA 20167.**
- (11) Retain a copy of the completed form for your records.

### NOTES:

- (1) I understand that construction of certain major projects requires that I obtain a permit from Loudoun County. Applications to, and approval of, a project by the Architectural Control Committee (ACC) does not affect or alter that requirement.
- (2) I understand that an aggrieved party has ten (10) days from the date of the ACC's decision on an application to file an appeal with the Board of Directors. Construction by the applicant during this appeal period is at the applicant's own risk.
- (3) I understand that any construction activity undertaken prior to ACC approval is not allowed and that if alterations are made, 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 that I may be required to pay all legal expenses incurred.
- (4) I understand that members of the ACC are permitted to enter my property to make reasonable inspection of proposed construction locations.
- (5) The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve (12) months.
- (6) I understand that any approval is contingent upon construction or alteration being completed in a workman-like manner.
- (7) I understand that if I disagree with the ruling, an appeal may be made in writing to the Board of Directors.