

APPLICATION

ARCHITECTURAL CHANGE REQUEST

Name \_\_\_\_\_ Property Address \_\_\_\_\_

Owner's Home Address (If different) \_\_\_\_\_

City, State, Zip (If different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION: Please outline in detail all proposed improvements, alterations or changes to your property. Include color(s), size(s) (height, width, length, shape), specifications, materials, location and any other pertinent information needed by the Association in order to make a decision. Use the back of this form to sketch the proposed alteration or attach photographs of similar completed projects as it will appear when completed. You will be notified in writing of the decision of the Association within thirty (30) days of receipt of your application. Application should be submitted to the Association and should be accompanied by a stamped, self-addressed return envelope.

Estimated Beginning Date \_\_\_\_\_ Projected Completion Date \_\_\_\_\_

I understand approval does not relieve me of the responsibility for obtaining any and all necessary Building Permits, Variances, and/or observing all location zoning ordinances. If approved by the Association, I agree to make the changes under terms and conditions specified in the letter of approval. All improvements must be on my property or property lines. If any portion of the Associations property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to their original condition(s).

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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ASSOCIATION USE ONLY: Date Received: \_\_\_\_\_

Your request for the above change, addition or improvement has been:

\_\_\_\_\_ Approved to the conditions on the attached letter

\_\_\_\_\_ Disapproved, see attached letter

PLEASE RETURN TO: Highlands at Gunston  
P.O. Box 190  
Lorton, VA 22199