
**HAMPTON FOREST HOMEOWNERS ASSOCIATION
APPLICATION FOR ARCHITECTURAL CHANGE
NOTICE TO APPLICANT**

This application is not valid and will not authorize any construction or building until the application is received by the Architectural Review Board (ARB) and the proposed changes and/or construction are approved by your Association. NOTE: Incomplete applications may be rejected, so please follow instructions below.

Owner (s) Name: _____ Date: _____
Address: _____ Phone: _____
Type of Proposed Change, Addition, or Alteration (Use additional pages if necessary): _____

Estimate Starting Date: _____

In applying for the above architectural change, I (we) agree to follow to the best of my (our) ability the changes described and to meet any and all building codes, permits or other requirements deemed necessary by the County, State or other applicable authority. Permission is hereby granted to members of the Board of Directors and ARB to enter my (our) property to make reasonable inspections of requested improvements thereon.

I have notified all appropriate surrounding neighbors that I (we) am making this application. Their signatures are indicated below.

Owner (s) Signature: _____ Date: _____
_____ Date: _____

NOTICE TO SURROUNDING NEIGHBORS

In order to make you aware of proposed architectural changes in your neighbor's home as indicated above, this application is presented for your review. One of the purposes of this process is to encourage communication and good will among neighbors in an effort to avoid misunderstandings regarding architectural changes. Your signature below acknowledges your awareness of the application but does not necessarily constitute your approval of the proposed changes. If, as a surrounding neighbor, you disapprove of this application (whether or not you signed below), and you wish to make your position known, you may file a separate written statement with the ARB. This statement **MUST** be submitted within 15 days of the date this application is presented to you. While your approval is not technically required for ARB authorization, your participation in the application process is very important. Your input helps the ARB and your Association monitor the impact of architectural changes as a way of building a greater sense of community and good neighbor relations. As a practical matter, the vast majority of applications for architectural changes are in compliance with ARB standards and government regulations. In fact, most applications meet with the approval of surrounding neighbors and are ultimately authorized by the ARB. Each year, however, a few applications are disapproved by the ARB and Board of Directors. Involvement of surrounding homeowners in all applications is a critical component in the process.

Surrounding Neighbors' Signatures PLEASE READ ABOVE NOTICE BEFORE SIGNING

Address _____ Phone: _____ Date: _____

Address _____ Phone: _____ Date: _____

Address _____ Phone: _____ Date: _____

Address _____ Phone: _____ Date: _____

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____ Approved as Submitted
____ Approved as Modified
____ Disapproved

See Reverse for Comments (if any)

Chairman of ARB _____ Date: _____

INSTRUCTIONS FOR APPLICATION FOR ARCHITECTURAL CHANGE

1. Read the Architectural Guidelines thoroughly, paying close attention to the sections relevant to the proposed change.
2. Applications, drawings, plats, pictures, etc. must be submitted in duplicate.
3. Drawings should be to scale.
4. Provide all dimensions, including height, roof slope, etc., on new construction.
5. Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. Area of proposed construction must be indicated on the plat. Plats are NOT required for paint changes, storm windows, or other such modifications.
6. Provide a list of all materials to be used in the proposed construction.
7. Present colors and any proposed colors must be indicated. Applications for colors that are not the original colors must be accompanied by actual color samples, not photos of colors.
8. Photographs of existing conditions are helpful to the ARC for determining approval of exterior modifications.
9. The signature and Lot Number of four abutting neighbors is necessary. The neighbors may indicate their approval or disapproval of the change in the space provided or may separately contact the ARC with their viewpoint. Applications will not be processed without such signatures.
10. Return completed application to:

HAMPTON FOREST HOMEOWNERS ASSOCIATION
c/o Shirley Klocek, Property Manager
Cardinal Management Group, Inc.
4330 Prince William Parkway, Suite 201
Woodbridge, Virginia 22192
11. Applications not meeting these instructions and the procedures set forth in the Architectural Guidelines may be returned without processing.

PLEASE NOTE THAT THERE IS A 45-DAY APPROVAL PERIOD
