

**Appendix B. Application Form**

Complete the following application for review of proposed property improvements. Applicant is responsible for obtaining appropriate data/drawings and delivery of all documents to the ARC.

This Application must be signed on Page B-2.

Date of Application: \_\_\_\_\_ Application received by ARC \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Property location, (If different from mailing address):

\_\_\_\_\_

\_\_\_\_\_

Applicant's Contact Info (Home) \_\_\_\_\_

(Office) \_\_\_\_\_

(E-mail) \_\_\_\_\_

Description of request: One (1) application needed for each work project!

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Attach the following information to this application and send or hand carry and deposit it into the designated ARC lock box located at the front of the Sales Office on 8400 Highland Glen Drive, Chesterfield, VA 23838. If you can scan data with the application, you can e-mail it to the Chairman or committee members of the ARC. Names and data are located in the website.

1. Land surveyor plot plan with proposed modification(s) to approximate scale with dimensions (Required with all applications).
2. Complete description (photos/drawings) as to construction design, materials (types and sizes), and color/finish. (Required with all applications).

3. Floor plan, elevation and section drawing (*i.e.*, footings) – Required with all requests to construct an addition to a home, shed or any type of outbuilding.
4. Copy of the County Building Permit is required with all requests to construct an addition to a home, shed, or any type of outbuilding. (Copy of permit can be sent to the ARC after approval of project).

I do, by my signature understand and agree to the following (A and B):

A. That the Homeowners Association reserves the right to require removal or repair of the modification at my own expense if:

- The modification is not constructed or installed as per the approved specifications submitted with this form.
- The modification is not constructed or installed as per the mailed approval letter noting contingencies with approval.
- The modification is not complete as approved and abandoned as an unfinished project.
- The modification is not maintained in a safe condition; or the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.

B. I certify that I have read and agree to follow the Highlands Covenants and Restrictions pertaining to architectural control and review.

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Signatures

Date

Architectural review and approval process:

With the above signature, I grant the architectural review committee or HCA permission to enter my property, to review proposed modifications on the site locations, 6 month final inspection (after the completion of the project) as well as any discrepancies that could arise relating to the completed project.

The ARC may enter my property without appointment between the hours of 8 A.M. and 8 P.M. Monday – Sunday to inspect the area. I also acknowledge that if I do not wish the ARC to enter my property without appointment, I must note that below. (This could delay review process due to the need for scheduling).

Signatures

Date