

Appendix B. Application Form

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

This Application must be signed on Page B-2.

Submission Deadline: 48 hours prior to scheduled meeting.

Date of Application: _____ Application received by ARC _____

Homeowner's Name: _____

Homeowner's Mailing Address: _____

Property location, (If different from mailing address):

Homeowner's Contact Info (Home) _____

(Office) _____

(E-mail) _____

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

Attach the following information to this application and email 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/Vice chairman of the ARC. Names and data are located in the Highlands website. (www.highlandsca.com)

1. Land surveyor plot plan marked by homeowner containing the requirements defined in Appendix A when required.
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 construct an addition to a home, shed or any type of outbuilding.
4. Applicant must abide by all Chesterfield County Codes and Regulations. Copy of any applicable Chesterfield County Building Permits is required with all requests. (Copy of permit

can be sent to the ARC after conditional approval of the project but must be submitted prior to commencing construction).

5. Proof of approved final County inspection is required at the final project review.

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

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.

C. Architectural review and approval process: (select one)

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.

_____ Permission by appointment only

_____ Permission without appointment between the hours of 8 A.M. and 8 P.M.

PLEASE NOTE ANY CONCERNS SUCH AS 'BEWARE OF DOG'

Homeowner Signatures _____ Date _____