

Appendix B. Application Form

Project# \_\_\_\_\_

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.

**Submission Deadline: 48 hours prior to scheduled meeting.**

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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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. **Do not mail applications to this address.** Applications with required documentation must be emailed to both the ARC Chairman and the ARC Vice Chairman . Names and email addresses are located in the Highlands website ([www.highlandscsca.com](http://www.highlandscsca.com)) under contact information.

1. Land surveyor plot plan marked by homeowner containing the requirements for an “acceptable plot plan” as 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 to construct an addition to a home, shed or any type of outbuilding.
4. Applicant must abide by all Chesterfield County Codes and Regulations.

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

- A. That the Homeowners Community 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’

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_