



Property Improvement Request

Application for Approval of Plans for Property Improvements

<input type="radio"/> ADDITION	<input type="radio"/> ACCESSORY BUILDING	<input type="radio"/> FENCE
<input type="radio"/> LANDSCAPE	<input type="radio"/> SITE STRUCTURE	<input type="radio"/> OTHER

<p>PLEASE PRINT OR TYPE:</p> <hr/> <p>Owner: Last Name First Name</p> <hr/> <p>Owner Mailing Address:</p> <hr/> <p>City State Zip Code</p> <hr/> <p>Home Phone # Work Phone #</p> <hr/> <p style="text-align: center;">If work is to be done by a third party, please complete the following:</p> <hr/> <p>Business Name:</p> <hr/> <p>Business Mailing Address:</p> <hr/> <p>Contact Name and Phone Number:</p> <hr/> <p>Estimated Completion Date:</p>	<p>***** ARC USE ONLY *****</p> <hr/> <p>Date of Receipt of Forms:</p> <hr/> <p>Please Indicate above if the project is Approved or Denied</p> <hr/> <p>Date of Approval/Denial:</p> <hr/> <p>Approved With Listed Conditions:</p> <hr/> <p>Conditions Continued:</p> <hr/> <p>ARC Chair Member Signature:</p> <hr/> <p>Board of Director Signature:</p>
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THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THIS APPLICATION:

1. A Site Plan which shows the existing house as well as the proposed improvements.
2. Building elevations if applicable. Show existing house for additions. Indicate finish materials. Storage Buildings must include a picture of the proposed building.
3. For fence applications, include elevation drawing offense with heights and materials used.
4. Acknowledgement from all adjacent owners.

Describe in detail the changes you proposed in accordance with the Ashbrook Architectural Standards and Guidelines. Use additional sheets if necessary. Also submit with this application the items as defined in the Standards.

ARCHITECTURAL PLAN REVIEW IS FOR COMPLIANCE WITH ASHBROOK COVENANTS AND DESIGN GUIDELINES ONLY. APPROVAL DOES NOT RELIEVE THE APPLICANT OF RESPONSIBILITY FOR OBTAINING ALL OTHER NECESSARY PERMITS AND COMPLIANCE WITH APPLICABLE ZONING AND BUILDING CODES. FORMS SHOULD BE RETURNED TO

christopher@acswest.org

or

Ashbrook Community Association, c/o ACS West, Inc., 1904 Byrd Avenue, Suite 100, Richmond, VA 23230



Improvement Inspection Form

Inspection Form for the Final Acceptance of Property Improvements

<input type="radio"/> ADDITION	<input type="radio"/> ACCESSORY BUILDING	<input type="radio"/> FENCE
<input type="radio"/> LANDSCAPE	<input type="radio"/> SITE STRUCTURE	<input type="radio"/> OTHER

PLEASE PRINT OR TYPE:	***** ARC USE ONLY *****
Owner: Last Name _____ First Name _____	Improvement: _____
Owner Mailing Address: _____	Date of Site Inspection: _____ Inspected By: _____
City _____ State _____ Zip Code _____	Please Indicate above if the project is Approved or Denied
Home Phone # _____ Work Phone # _____	Signature of ARC Chair Member: _____ Date: _____

OWNERS SHOULD COMPLETE THE REQUIRED OWNER INFORMATION AND UPON PROJECT COMPLETION MAIL THIS FORM TO THE ADDRESS LISTED BELOW.

***** ARC USE ONLY *****

COMMENTS REGARDING INSPECTION AND REQUIRED ALTERATIONS SHOULD BE LISTED BELOW:

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Acknowledgement of Adjacent Owners

To all applicants, please show and explain your completed application to all the adjacent property owners whose view would be affected by the proposed alteration – a minimum of two signatures are required.

ADJACENT OWNERS: Your signature below shows only that you are aware of this application. It does not mean that you approve of the proposal. Should you disapprove, or if you wish to discuss the proposal with the Architectural Review Committee, contact the Chairperson of that Committee.

PLEASE PRINT OR TYPE: _____ Last Name: First Name:	PLEASE PRINT OR TYPE: _____ Last Name: First Name:	PLEASE PRINT OR TYPE: _____ Last Name: First Name:
Home Address: _____	Home Address: _____	Home Address: _____
Phone number: _____	Phone number: _____	Phone number: _____
Signature: Date: _____	Signature: Date: _____	Signature: Date: _____

OWNERS AGREEMENT:

I have completed this application in good faith and it accurately represents the alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Declarations or of the building and zoning codes of Chesterfield, County Virginia, or the Commonwealth of Virginia.

I understand and agree that any construction or alteration undertaken prior to Architectural Review Committee approval is at my own risk, and that I may be required to return the property to its former condition at my own expense should the application be disapproved wholly or in part and I may be subject to fines as authorized in ARTICLE VIII, Section 4 of the Declaration. I understand that if this project is not built exactly according to the specifications, plans, and conditions as approved that I will bring it into compliance within thirty days at my expense.

I understand that representatives of the ARC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespass.

I understand that work must be completed within the agreed to time frames allowed by the ARC in a professional and timely fashion.

Property Owners Signature

Date Signed