

OLD TOWN STATION COMMUNITY ASSOCIATION

APPLICATION FOR ARCHITECTURAL MODIFICATION

TO: Architectural Review Board

Date Received by Management _____

Address: _____

Name of Applicant: _____

Telephone: _____
(work) (home) (cell)

Email Address: _____ @ _____

Any and all exterior modifications, as listed in the Architectural Review Guidelines, require prior approval by the Architectural Review Board of OTS. ***There is a separate application that must be completed for exterior painting.** Please complete this application and attach duplicate copies of the following:

1. Site Plan showing size and location of improvement to residence and to adjoining properties
2. Manufacturer's brochure and/or color samples
3. Drawings and detailed written description of proposed improvement

For complete information on the Architectural Review Board and its guidelines, please refer to the April 2009 Revisions to the Architectural Review Board Guidebook, which supersedes the March 2001 revisions.

Description of proposed improvement including color, composition, etc. of materials to be used:

Applicant hereby warrants that Applicant shall assume full responsibility for all landscaping and/or drainage issues relating to improvements as well as any damage to adjoining property. Applicant is also responsible for obtaining any necessary City permits and complying with all applicable City building and zoning codes.

Homeowner's Signature

Date

ARCHITECTURAL REVIEW BOARD RESPONSE

Date Application Received _____

☐ Application is approved as submitted

☐ Application is approved with the following specifications: _____

☐ Application is disapproved due to _____

Signature & Title of BOD/ARB Authority

Date

Please return completed form to:
AMV-FPM LLC dba FLANNERY PROPERTY MANAGEMENT COMPANY
7900 Sudley Rd. Suite 600 Manassas, VA 20109
TEL 703-330-3433 FAX to 703-330-3323 OR Email: KR@AMV-FPM.com