

SEDGEWICK HEIGHTS HOMEOWNERS ASSOCIATION
EXTERIOR ALTERATION APPLICATION

Name: _____

Address: _____

Phone #: _____

Alt. Phone #: _____ Email: _____

INSTRUCTIONS

1. Consult the architectural guidelines in Article VI, Restrictive Covenants, of the Declaration of Covenants and Restrictions.
2. Provide the required details specified in Article VI, Restrictive Covenants, of the Declaration of Covenants and Restrictions.
3. For a change in paint color, attach a sample and color number.
4. When applicable, indicate on a copy of the Property Plat the location of the proposed alteration.
5. Provide an estimate start and completion date for the alteration.

6. If using electronic mail to submit the application, please submit it as one document in a .pdf file format.
7. You may mail or email the completed application to:
Sedgewick Heights Homeowners Association c/o Flannery Property Management Co.
9408 Grant Avenue, Suite 201 Manassas, VA 20110
OR email to: LY@FLANNERYPM.COM
8. To allow time for receipt, review, and final processing by the ARB, please submit your complete request at least 45 days before the projected start date.
9. Please do not start the project until you receive approval from the ARB.

DESCRIBE THE DESIRED ALTERATION(S):

ESTIMATED START DATE: _____

ESTIMATED COMPLETION DATE: _____

FLANNERY PROPERTY MANAGEMENT COMPANY
9408 GRANT AVENUE, SUITE 201
MANASSAS, VA 20110
(P) 703-330-3433 (F) 703-330-3323

1.

Signatures of adjacent property owners and other property owners who have a view of the change are required. Signatures indicate only an awareness of the proposed alteration and do not constitute approval or disapproval. Four signatures are required.

Name: _____

Address: _____

Lot Number: _____ Phone #: _____

Name: _____

Address: _____

Lot Number: _____ Phone #: _____

Name: _____

Address: _____

Lot Number: _____ Phone #: _____

Name: _____

Address: _____

Lot Number: _____ Phone #: _____

I understand that compliance with the Sedgewick Heights Homeowners Association Architectural Guidelines and approval by the Architectural Review board do not necessarily constitute compliance with the provisions of the building and zoning codes of Prince William County. The building ordinance of the Prince William County Building Department requires that you file plans with the Building Inspector at his office for construction requiring building permits. Further, I understand that nothing herein contained shall be construed as a waiver or modification of any said restriction.

I understand and agree that no exterior alteration shall begin until written approval is received from the Architectural Review Board. If alterations are made without approval, the property is subject to being returned to its former condition at the applicant's expense to include all legal expenses incurred.

Owner's Signature: _____ Date: _____

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2.

BOARD USE ONLY:

_____ Approved as Submitted

_____ Approved contingent upon

_____ Disapproved by reason of

_____ Action Required

Chairman, Architectural Review Board

Date

3.

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