

Glenkirk Estates Homeowners Association

APPLICATION for EXTERIOR MODIFICATION

Please print clearly. Thoroughly complete the application – failure to provide appropriate information and/or signatures will delay review and approval of your application.

All exterior work to your house or private property, either structural or general, including landscaping and painting the same colors, requires prior written application. Your signature verifies that you have read the ARC rules and regulations and agree that all work will comply with the guidelines. Once this application is completed,

Please attach all project documents and signatures with this application and mail it to:

Glenkirk Estates Homeowners Association
c/o TWC Association Management
397 Herndon Parkway Suite 100
Herndon, VA 20170
(703) 437-5800 (703) 471-6578 (fax)

OWNERS: _____

STREET ADDRESS: _____

LOT NUMBER: _____

HOME PHONE: _____ WORK PHONE: _____

MAILING ADDRESS (If Different): _____

DATE OF APPLICATION: _____ EMAIL ADDRESS: _____

PROJECT DESCRIPTION: (MUST PROVIDE) Please include a plat (with the modification drawn on it), architectural drawings (showing measurements, layout, height above grade and style), and a list of materials, colors/color samples, and brochures/pictures for such items as doors or windows. Please include a detailed description of the modification and use additional pages if needed. Copies of Prince William County inspections/permits may also be required.

ESTIMATED DATE OF COMPLETION: _____

Note: Notify the ARC upon completion of your project.
Work that is not completed within six (6) months
From the date of approval must be resubmitted.

NEIGHBORS/HOMEOWNERS SIGNATURES AND ADDRESSES:

LEFT:	
RIGHT:	
BACK:	
FRONT:	

Neighbor's signatures indicate they are aware the work may have an impact upon their property, but it does not mean approval.

I/We hereby declare to be the legal owner(s) of said property, and propose to make the following exterior improvement, renovation or repair to said property in accordance with Glenkirk Estates Homeowners Association guidelines and as approved by the Architectural Review Committee (ARC). I/We agree that I/We will carry out the project as approved by the ARC and that any deviation from the approval plan will be submitted to the ARC for approval before making changes. The ARC can void any application that misrepresents a material fact.

SIGNATURE _____ **DATE** _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	<input type="checkbox"/> Returned for additional information
ARC signature _____		
Comments _____		

Applications determined to be complete will be reviewed by the ARC within 30 days