

# Architectural Request Form (KMOV4)

Please mail to: KMOV4 c/o National Realty Partners • 365 Herndon Parkway, Suite 106, Herndon, VA 20170  
Or fax to: 703-464-5812 • Questions? Call: 703-435-3800

Name:

Address:

Phone:

Date:

## Exterior House Accessory Changes

Check each item to be changed:  Porch light  Railing  Windows  Other

Describe/Attach diagram, drawing or photo:

## Major Landscaping Projects

Check each item to be changed:  General landscaping  Tree/bush removal  Other

Describe/Attach diagram or drawing (If tree or bush removal, please indicate your plans for filling the space):

## External House Paint or Roofing

Check each item to be changed:  Siding  Trim  Shutters  Door  Roofing  Other

Describe/Attach roof or paint sample:

## Decks/Patios/Porches

Check each item to be changed:  Deck  Patio  Porch  Other

Dimensions:

Material or type of wood:

Constructed by:

Describe/Attach drawing:

## Fences or Sheds

Check each item to be added/changed:  Fence  Shed  Other minor construction:

Dimensions:

Type of wood or building material:

Fence type (Per the Architectural Guidelines, construction must be of pressure-treated, light-colored natural wood (Pine, Spruce). Only clear or light natural-colored stain or sealer will be used. Alternate board construction 6' high,

with each vertical board of 1/2" x 4" capped with 1/2" x 4" board.):

**Constructed/Installed by:**

**Describe/Attach drawing of fence or shed location:**

Please Sign:

I/We the owner(s) requesting the improvements, alteration, or change, understand and agree that I/we will be responsible for the costs of any maintenance, repair, or replacement of all or any part of such improvement, alteration, or change, if approved, and understand and agree that the Association will not be responsible for such maintenance, repair, replacement or costs thereof.

Owner/Signature: \_\_\_\_\_

Owner/Signature: \_\_\_\_\_

Application submitted date: \_\_\_\_\_

**If the requested architectural change impacts your neighbors, it is strongly encouraged to obtain their permission before you submit this request. Signatures are required for fence or deck construction and for tree removal.**

Neighbor/Signature & Address: \_\_\_\_\_

Neighbor/Signature & Address: \_\_\_\_\_

Approvals:

Date and decision of Architectural Committee:

Date reviewed: \_\_\_\_\_,  Approved  Disapproved  Other (See comments)

Approving signature(s): \_\_\_\_\_

Approving signature(s): \_\_\_\_\_

Comments / Conditions:

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

**Notice:** the homeowner is responsible for compliance with all county and/or city permit requirements. Architectural Committee approval does not supersede municipal permit requirements, but may in some cases be required prior to obtaining a permit.

Material changes must be petitioned by the homeowner at least 14 days prior to the scheduled project start date. All material changes must be approved by the Committee before work may begin. If a petition for change submitted by the homeowner to the Architectural Committee is not acted upon by an approval/disapproval/request for more information within 14 days, then approval is deemed to be granted to the homeowner's petition. Such approval does not relieve the homeowner from compliance with the established guidelines and procedures. All material changes approved by the Architectural Committee must be completed within 90 days after the project start date.