



REQUEST FOR ARCHITECTURAL APPROVAL GUIDELINES

You must submit this information as it applies to completing your application. Your application will be returned to you if you do not required material.

1. Detailed written description of improvement including placement, construction/installation details, etc. (If not provided application will be returned pending additional information). Be as detailed as possible so that the ARB will be able to clearly understand intent.
2. Plat/survey of your property / lot. Indicate the location of the proposed change(s) on plat.
3. Sketch, photo or manufacturer’s brochure showing the design/style of the improvement.
4. Description of materials. Color / finish of the material – include color samples.
5. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
6. Grading plan, if applicable.

Applicant hereby warrants that Applicant shall assume full responsibility for

1. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot)
2. Obtain all required City, Town or County approvals relating to said improvements.
3. Comply with all City, Town or County approvals relating to said improvements.
4. Any damage to adjoining property (including common area) or injury to third person(s) associated with improvements.
5. Applicant hereby states that they have read the ARB guidelines and agree that all work performed will be in compliance with those guidelines.

Signature of Owner

Date

Signature of Owner

Date



C/O American Management of Virginia Inc.
722 East Market Street # 201, Leesburg, VA 20176
Phone: 703-771-3995 -- Email: Board@KenwoodHOA.org

REQUEST FOR ARCHITECTURAL APPROVAL

PLEASE PRINT CLEARLY

Name: _____ Date: _____

Address: _____

Phone H: (____) _____ Phone C: (____) _____

E-mail: _____

START DATE: _____ END DATE: _____

DESCRIPTION: If space is not sufficient, please attach a separate page with descriptions, sketches, plans, specifications and illustrations:

Owner's Signature: _____

ARCHITECTURAL REVIEW BOARD DECISION

Approved As Submitted

Approved Subject To:

Disapproved, Reason/Bylaw/Article

ARB/President Signature: _____ Date: _____