



ARCHITECTURAL MODIFICATION FORM
Request for Structural/Landscape
Addition or Modification

Please submit to:
5631 Burke Centre Pkwy., Suite I
Burke, VA 22015
Fax: 703-239-0958
Email: contact@richtermanagement.com

Date: _____

Name: _____ Phone Number: _____

Street Address: _____ Email: _____

DESCRIPTION/DIAGRAM OF MODIFICATION REQUESTED: Please include: site plan (showing sizes and location of improvement in relation to residence and adjoining properties), manufacturer's brochure (if available), color samples (if applicable), grading plan (if applicable) and a detailed description (sketch or picture, if appropriate) of addition or modification. If more space is required, attach a separate sheet.

I (We) acknowledge and agree that I (we) will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which may result from the requested addition or modification. I (We) indemnify the Association from and against any and all such claims. I (We) understand and acknowledge that I (We) am (are) responsible for complying with all applicable codes and ordinances, and for obtaining all necessary permits and inspections for the requested addition or modification and further that I (We) am (are) responsible for all maintenance, repair and upkeep of said addition or modification.

(Signature of Owner)

(Signature of Co-owner)

Please have the two most affected neighbors sign below. The signatures below merely acknowledge that the above referenced modification/addition is being submitted for review by the Architectural Review Committee.

(Signature and Date)

(Signature and Date)

(Printed Name and Address)

(Printed Name and Address)

ACTION BY THE BOARD OF DIRECTORS

(Date Received)

(Notice Sent)

[] Approved as requested

[] Approved subject to the following: _____

[] Disapproved for the following reasons: _____

(Authorizing Signature)

(Date)