

# NEWINGTON HEIGHTS HOMEOWNERS ASSOCIATION

## ARCHITECTURAL IMPROVEMENT REQUEST FORM

Note: Must be submitted in duplicate, including all attachments

**Incomplete forms will be returned and not approved**

### WORK MAY NOT COMMENCE UNTIL APPROVAL IS RECEIVED IN WRITING

To: Newington Heights Architectural Review Committee  
C/O Richter Management  
5631-I Burke Centre Pkwy  
Burke, Virginia 22015  
(703) 503-1234 (703) 239-0958 FAX

Name Of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_

**ALL WORK MUST BE COMPLETED WITHIN 60 DAYS FROM APPROVAL DATE.**

Proposed Improvement:

Applicant must complete the following and submit in duplicate with application:

1. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color samples, if applicable.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement (If not provided application will be returned pending additional information).

Applicant hereby warrants that Applicant shall assume full responsibility for:

- (i) 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);
- (ii) Obtaining all required City, Town or County approvals relating to said improvements;
- (iii) Complying with all applicable City, Town or County ordinances;
- (iv) Any damage to adjoining property (including common area) or injury to third persons associated with the improvement.
- (v) Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**ARCHITECTURAL REVIEW COMMITTEE RESPONSE**

Date Application Received \_\_\_\_\_

Request approved as submitted.

Request approved subject to: \_\_\_\_\_

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

Response suspended pending submission of: \_\_\_\_\_

\_\_\_\_\_

Request disapproved because: \_\_\_\_\_

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

\_\_\_\_\_  
Signature - ARC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - ARC Member

\_\_\_\_\_  
Date