

**ARCHITECTURAL IMPROVEMENT REQUEST FORM**

**ASHBRIAR HOMEOWNERS ASSOCIATION**  
**Architectural Review Committee**

Please mail your completed application to:

**Loudoun Management Associates (LMA) Inc.**

Office Address: 1 West Loudoun Street, Suite 5, Round Hill VA 20151

Mailing Address: P. O. Box 2070, Purcellville VA 20134-2070

Phone: 540-751-1888, Fax: 540-751-1899

Name of Applicant: \_\_\_\_\_

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

Property Lot Number: \_\_\_\_\_

Your Current Mailing Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_

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

Country \_\_\_\_\_

Telephone:

Evening: \_\_\_\_\_

Daytime: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Detailed Description of the Proposed Improvement(s) to Property:**

**APPLICATION REQUIREMENTS:**

**You must submit this information as it applies to complete your application. Your application will be returned to you if you do not submit the required material. Please use additional sheets as necessary.**

1. Plat / survey of your property / lot. Indicate the location of the proposed change(s) on the plat.
2. Manufacture’s brochure, sketch (overhead and side view), and/or photograph showing the design / style of the proposed change(s).
3. Indicate the color / finish. Include 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 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 Property Owner

\_\_\_\_\_  
Date

**ARCHITECTURAL IMPROVEMENT REQUEST REVIEW**

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

- **APPROVED AS SUBMITTED:**
  
- **APPROVED SUBJECT TO**
  
- **SUSPENDED PENDING SUBMISSION OF**
  
- **DISAPPROVED DUE TO:**

\_\_\_\_\_  
Signature – ARC Member

\_\_\_\_\_  
Date