

**GREENHILL CROSSING
COMMUNITY ASSOCIATION ARCHITECTURAL
REVIEW COMMITTEE (ARC)
ARCHITECTURAL IMPROVEMENT REQUEST**

Name: _____ Section: _____ Lot: _____
Address: _____ Phone (H): _____
Start/Completion Dates: _____ (W): _____
Application for: _____

Please provide a complete, detailed description of the proposed change, including sketches, drawings, written description and show the location of the modification on a copy of the site plan (plat) for the property. Refer to the Guidelines for the information that is to be supplied.

Signatures of adjacent property owners, plus other property owners who have a view of the change. **Four (4) signatures are required.** Signature indicates awareness, not approval or disapproval of the proposed change.

Name: _____ Lot: _____ Address: _____

Name: _____ Lot: _____ Address: _____

Name: _____ Lot: _____ Address: _____

Name: _____ Lot: _____ Address: _____

(I acknowledge having read the stipulations listed on page 2 of this form.)

Owner's Signature _____ **Date** _____

ARC ACTION:

Approved _____ Approved with Conditions/Stipulations _____ Disapproved _____

Comments/Stipulations: _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

Signed _____ Date _____

IF YOU DISAGREE WITH THE DECISION, AN APPEALS PROCEDURE IS PROVIDED BY THE GREENHILL CROSSING COMMUNITY ASSOCIATION BOARD OF DIRECTORS. A WRITTEN REQUEST FOR AN APPEAL MUST BE MADE WITHIN TEN (10) DAYS OF THE ARC'S DECISION. Revised 12/03

1. I understand that compliance with Greenhill Crossing Design Guidelines and approval by the Architectural Review Committee (ARC) do not necessarily constitute compliance with the provisions or building and zoning codes of Prince William County and/or the Town of Haymarket. (The building ordinance of the Prince William County Building Department requires that you file plans with the Building Inspector at his office in the Prince William Building located at One County Complex Court, Davis Ford Road (703-792-6924) for construction requiring a building permit. Building permits for the Town of Haymarket can be obtained at Town Hall 15025 Washington Street (703-754-4816). Further, nothing herein contained shall be construed as a waiver or modification of any County restriction.
2. **I understand and agree that no construction or exterior alteration shall commence until I have received written approval of the Architectural Review Committee. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.**
3. I understand that members of the Architectural Review Committee are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. I understand that any approval is contingent upon construction or alterations being completed in a workman-like manner.
5. Architectural Review Committee decision is required on all applications within forty-five (45) working days of receipt by Architectural Review Committee of a complete application.
6. I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within one hundred eighty (180) days of the approval date of this application and has not been completed by the date specified by the Architectural Review Committee.
7. The ARC meets the second Tuesday of every month. All applications **MUST** be submitted to Armstrong Management two weeks prior to the meeting so Armstrong Management has time to review the application for it's completeness.

PLEASE MAIL YOUR APPLICATION TO:

GREENHILL CROSSING COMMUNITY ASSOCIATION
Architectural Review Committee
c/o Armstrong Management Services, Inc.
3949 Pender Dr. Suite 205
Fairfax, VA 22030

If you have any questions or concerns about this application, please contact Armstrong Management Inc., phone: 703-385-1133 Fax: 703-591-5785

arc@greenhillcrossing.com