

GREENWAY FARM HOA

C/O American Management of Virginia
722 East Market Street, #201
Leesburg, VA 20176
Llombardo@amvirginia.com
Main: 703-771-3995 Fax: 703-771-4185

IMPORTANT – PLEASE READ! Do not fax applications to the office. Faxed applications will not be accepted. Please email if possible. **You must submit two (2) complete copies of your application.** Please be sure you have provided all necessary information. Incomplete applications will be returned. Plan your projects in advance. The ARB will not be responsible for deadlines. **Please submit only (1) improvement per application to avoid confusion and/or project delays.**

PLEASE PRINT CLEARLY

Name: _____

Address: _____ Lot#: _____

City: _____ State: _____ Zip: _____

Phone: (H): _____ (W): _____ (C): _____

Email: _____ @ _____

START DATE: _____ COMPLETION DATE: _____

PROJECT TYPE (i.e. Deck, Fence, Patio, etc.): _____

Detailed Description: _____

ARCHITECTURAL REVIEW BOARD DECISION

Approved as Submitted

Approved Subject to: _____

Suspended Pending Submission of: _____

Denied due to: _____

ARB Chairperson

Date

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.

- 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 your intent.
- 2. Sketch, photo or manufacturer’s brochure showing the design/style of the improvement.
- 3. Description of materials. Color / finish of the material – include color samples.
- 4. Architectural plans/drawings (for major additions/improvements) – construction details. Elevation and overhead view drawings are required for improvements such as decks, screened porches, etc.
- 5. Grading plan, if applicable.

NEIGHBOR ACKNOWLEDGEMENT:

As a courtesy, please inform two (2) adjacent property owners of your plans if your application requires construction, deliveries and other construction activity. Signatures are required:

Neighbor Signature

Neighbor Signature

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 Owner

Date

Signature of Owner

Date