

**Leeland Station CA Exterior Alteration Application**  
**C/o FirstService Residential**  
**923 Maple Grove Drive, Suite 201**  
**Fredericksburg, VA 22407**  
**(540) 891-8677 or Fax to (540) 786-4980**  
**Email: ARC-FBG.DCmetro@fsresidential.com**

**Instructions**

1. Homeowners are encouraged to carefully review the Association Documents, Declarations, Architectural Guidelines, etc. prior to completion of this form. The Modification Sub-committee in the review of this application will strictly adhere to these documents.

2. Describe in full detail your exterior change or modification and include a sketch, picture, drawing, clipping or catalog illustrations of planned modification.

3. Specify start and completion dates. \_\_\_\_\_ to \_\_\_\_\_.

4. Provide copy of lot survey plat (given to you at settlement of home) showing the project location on your property.

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

Address and Lot Number of proposed change: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Description of Change:

Color: \_\_\_\_\_

5. Attempt to get four (4) property owners who are adjacent to or have a view of the project sign below. A neighbors' signature indicates an awareness of the Applicant's intent and does not constitute nor indicate approval or disapproval.

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_

Lot #: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

Lot #: \_\_\_\_\_

Lot #: \_\_\_\_\_

**Notes**

1. Nothing herein contained shall violate any of the provisions or building and zoning codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

2. I understand that the building ordinance of the County Building Department requires that I file plans with the building inspector for construction requiring a building permit.

3. I understand that any construction or exterior alteration undertaken by me, or in my behalf, before approval of this application is not allowed and will be subject to fine (see Leeland Station HOA Administrative Resolution #6-16-2003). If alterations are made and this application is disapproved wholly or in part, I may be required to return the property to its former condition at my own expense and that I may be required to pay all legal expenses incurred.

4. I understand that members of the Covenants Modification Sub-committee (Committee) or Board of Directors 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.

5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.

6. I understand that when application is submitted per the guidelines identified above, that the review process usually takes no longer than 30 working days and that a decision is required on all complete applications within 45 working days of the receipt of said application.

7. It is understood that I am aware of covenants and restrictions in regard to the review process established by the Board of Directors.

8. I understand that the alteration authority granted will be automatically revoked if the change and/or modification requested has not commenced within 180 days of the approval date and/or completed by the date established.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Do not write beyond this line**

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Recommendation:

Remarks: \_\_\_\_\_

Committee Action\Remarks: \_\_\_\_\_

Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_