

Leeland Station Community Association (LSCA) Exterior Alteration Application

Instructions: Complete application form and attach all necessary exhibits. Refer to the Architectural Guidelines for design standards and specific application requirements. Homeowners are encouraged to review the Association Documents/Covenants prior to the completion of this application.

Mail to: Leeland Station CA Exterior Alteration Application, c/o FirstService Residential DC Metro, LLC
923 Maple Grove Drive, Suite 101, Fredericksburg, VA 22407, (540) 891-8677

Fax to: (540) 786-4980

Or Email to: arc-fbg.dcmetro@fsresidential.com

Applicant Information:	
Name:	
Address/Lot #:	
E-Mail Address:	
Phone:	Alternate Phone:
Mailing Address If Different from Above:	
Estimated Start and Completion Dates:	
Project Description/Details: Describe in detail your proposed exterior change or modification and include a sketch, picture, drawing, clipping or catalog illustration. Provide a copy of lot survey plat (given to you at settlement of home) showing the project location on your property.	
Neighbor's Signatures: Signing below does not indicate the adjacent neighbor's approval, only acknowledgement that the application is being submitted.	
Name:	Name:
Signature:	Signature:
Address:	Address:
Name:	Name:
Signature:	Signature:
Address:	Address:
Property Owner's Signature: This application must be signed by at least one of the owners of record and the Applicant, if not an owner of record.	
Signature:	Date:
Signature:	Date:

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Notes

1. Approval of this application does not relieve the owner of the obligation to comply with the building and zoning codes of Stafford County to which the property is subject and to secure required permits.
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 any construction or exterior alteration undertaken by me or on my behalf, without receiving prior approval, is a violation of the Bylaws. I understand that, if such alterations are made or if this application is disapproved wholly or in part, I may be required to return the property to its former condition at my expense and that I may be required to pay all legal expenses incurred.
4. I agree that members of the of the Covenants Modification Committee or the 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 process, and the completed project, and that such entry does not constitute a trespass.
5. I understand that an approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. I understand that when the 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 days after 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 and/or been completed within twelve (12) months or within such other period as specified in the approval.