ARCHITECTURAL MODIFICATION CHECKLIST

INCOMPLETE SUBMITTALS WILL CAUSE DELAY IN APPROVAL PROCESS. PLEASE READ CHECKLIST CAREFULLY.

Below is a listing of items that are required to accompany the application **prior** to review by the Architectural Review Committee (ARC).

ALL SUBMISSIONS REQUIRE ITEMS 1 - 4 BELOW.

1. **Application**

Complete Homeowner information (name, address, telephone, email). Homeowner's signature(s)
Approximate start and completion dates
Modification Description

Please review your **Association Documents and Design Guidelines BEFORE** submitting any application.

- 2. <u>Provide Plat</u> Improvement location must be marked on plat and submitted with application.
- 3. <u>Landscape Plans</u> Show a diagram of your house and location of the landscaping improvements and submit with application.
- 4. <u>Material Description</u> Attach a detailed, drawing, photo or picture of improvement requested. List all materials and type under "Modification Description".

Send completed application, plat and plans, via mail, fax or email to:

myStreet Community Management 7231 Forest Avenue, Suite 102 Richmond, Virginia 23226 Phone (804) 359-2895 Fax (804) 359-8122

E-Mail info@mystreetva.com

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Committee. An incomplete application may affect the time limits for approval.

ARCHITECTURAL MODIFICATION REQUEST

| Comr | nunity Name: | |
|---------|---|------------|
| Home | owner(s) Name: | |
| Addro | ss: City Zip | |
| E-Ma | 1: | |
| Home | Phone: Work Phone: | |
| Start] | | |
| 1. | My Association Fees are CurrentYESNO Association Fees must be current in order to be approved. | |
| 2. | MODIFICATION(S) BEING SUBMITTED: (Please check all that apply) Addition (description) Driveway, sidewalks Fence Landscaping: Front Yard Side Yard Rear Yard Lighting/Electricity/plumbing Paint In-Ground Pool Satellite Dish (preferred location is rear of yard) Roof Shed / Garage (siding and roof materials and color to match home, reference Design Guide foundation requirements and note materials and foundation type in "Modification Descrip Swing Set / Playground / Recreational Equipment Other | |
| 3. | Is a Building Permit Required?YESNO If yes, what are the required inspections: Construction must meet all zoning, building codes, and laws of the County. For further informate regarding zoning and permits call your County office. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law. | |
| 4. | Utilities: Where applicable, utility easements are to be marked before excavation is start service is provided free of charge by Miss Utility and is required to provide your safety when particle, or just landscaping. For location of underground telephone, cable TV, electric, gas, sewer lines, call Miss Utility at 800-552-7001 (call 72 hours before you dig). | outting up |
| 5. | Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any natural aspect of the land?YESNO | other |

ARCHITECTURAL MODIFICATION REQUEST

| - - - | Attach any other dimensions. | | | | | | | |
|---|--|---|---|--|--|--|--|-------------------------------------|
| - - - | | | | | | | | |
| - I | Fence Type: | | _Material _ | Н | eight | Picket | Spacing | |
| • | Vertical slats Note: Fer | | | ntervals ust be noted (| | ates | _ | |
| - | Landscape addi Name(s) | | novals requi | re: | | | | |
| | | | | | | | | |
| | Note: Sho | ow location | of new plant | tings or remo | oval on atta | ched draw | ing or plat. | |
| | Note: Sho Does Improveme Guidelines? | ent meet all | standards a | nd requirem | | | | Design |
| RTH 1. T 2. I 3. I 1. T | Does Improveme | ent meet all Yes agree and unents are true I responsibility responsibility n claim rega | standards a No Inderstand: e; lity for the up ty and liability and liability and liability and the mo | nd requirem pkeep and ma ty for any modification(s) ARC for final | ents in Associantenance of odification(s); | ociation Do of any modi s) approved (send Noti | ocuments and I | le to the release on Fori |
| (RTH 1. 7 2. I 3. I r 4. U 5. I | Does Improveme Guidelines? IER, I/WE DO : The above statem I/we assume total I/we accept total named HOA from Upon completion | ent meet all Yes agree and unents are true I responsibility responsibility n claim rega | standards a No Inderstand: e; lity for the up ty and liability and liability and liability and the mo | nd requirem pkeep and ma ty for any modification(s) ARC for final | ents in Associate and the conditional control of the control of th | ociation Do of any modi s) approved (send Noti | ocuments and I dication(s) mad and otherwise ce of Completi of approval dat | le to the release on Fori |
| (RTH 1. 7 2. I 3. I 1. U 5. I | Does Improveme Guidelines? IER, I/WE DO and the above statem I/we assume total I/we accept total Inamed HOA from Upon completion I agree work shall | ent meet all Yes agree and unents are true I responsibility responsibility n claim rega | standards a No Inderstand: e; lity for the up ty and liability and liability and liability and the mo | nd requirem pkeep and ma ity for any modification(s) ARC for final and be comp | ents in Associate and the condition of t | ociation Do of any modi s) approved (send Noti | ocuments and I diffication(s) mad and otherwise ce of Completi of approval dat | le to the release on Formale. |

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NOTICE OF COMPLETION FOR HOME IMPROVEMENT(S)

This form must be submitted **upon completion** of home improvements.

Complete and return form via mail, fax or E-mail <u>AFTER</u> installation of improvement has been <u>completed to:</u>

myStreet Community Management 7231 Forest Avenue, Suite 102 Richmond, Virginia 23226 Phone (804) 359-2895 Fax (804) 359-8122 E-Mail info@mystreetva.com

HOME OWNER NAME (PRINT)

ADDRESS

IMPROVEMENT(S)

APPROVAL DATE

COMPLETION DATE

<u>Note</u>: Owners are responsible for the maintenance and upkeep of additions and modifications to their property.

Signature of Owner: