

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. **Provide Plat** - Improvement location must be marked on plat and submitted with application.

3. **Landscape Plans** - Show a diagram of your house and location of the landscaping improvements and submit with application.

4. **Material Description** – 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

Community Name: _____

Homeowner(s) Name: _____

Address: _____ City _____ Zip _____

E-Mail: _____

Home Phone: _____ Work Phone: _____

Start Date: _____ Anticipated Completion Date: _____

1. **My Association Fees are Current** **YES** **NO**
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 Guidelines for foundation requirements and note materials and foundation type in "Modification Description")
- Swing Set / Playground / Recreational Equipment
- Other _____

3. **Is a Building Permit Required?** **YES** **NO**
If yes, what are the required inspections: _____

Construction must meet all zoning, building codes, and laws of the County. For further information 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 started. This service is provided free of charge by Miss Utility and is required to provide your safety when putting up a fence, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call Miss Utility at **800-552-7001** (call 72 hours before you dig).

5. **Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any other natural aspect of the land?** **YES** **NO**

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 AFTER installation of improvement has been completed 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

HOME OWNER NAME (PRINT)

DAY PHONE NUMBER

ADDRESS

IMPROVEMENT(S)

APPROVAL DATE

COMPLETION DATE

Signature of Owner: _____

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