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## EXTERIOR ALTERATION APPLICATION

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Architectural Review Committee (ARC)  
Seneca Chase Homeowners Association  
P.O. Box 650041 / Sterling, Virginia 20165 / arc@senecachase.org  
www.senecachase.com

### INSTRUCTIONS

1. Please carefully review the ARC Guidelines in your homeowner's packet (also available on senecachase.com) or email the ARC (arc@senecachase.org) prior to the completion of this form.
2. Describe in full detail your exterior change or modification and attach contractor's plans/drawings (your sketches, pictures, drawings, clippings, and catalog illustrations are acceptable in certain projects).
3. Specify start date. This date can be no earlier than 15 days from the date this application is submitted.
4. Specify completion date.
5. Show the location of the project on your property with a copy of your site plan (given to you by builder or surveyor at purchase of home), or provide a sketch of your property with location of home and project.
6. Proof that County has been contacted regarding application for necessary building permits must be attached.
7. Applications may be submitted electronically or via postal service to the above addresses. To expedite the review of mailed applications, please notify the ARC at arc@senecachase.org when sent.

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

Address of Proposed Change: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Lot #: \_\_\_\_\_

Description of Change: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Nothing herein contained shall violate any of the provisions or Building and Zoning Codes of Loudoun County, 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 Loudoun County Building Department requires that I file plans with the Building Inspector in Leesburg, Virginia 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. If alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
4. I understand that members of the Architectural Review Committee (ARC) 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 the application review process usually takes no longer than 15 working days if a "conforming" application is submitted, and that an ARC decision is required on all complete applications within 30 working days of the receipt of said application by the ARC.
7. I understand that the alteration authority granted by the ARC 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 by the ARC.

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

ARC REMARKS:

ARC ACTION:

ARC Director Signature: \_\_\_\_\_ President of SCHOA Signature: \_\_\_\_\_

DATE Application Signed: \_\_\_\_\_

Date Project Completed (as assessed by ARC) : \_\_\_\_\_

If you disagree with the decision of the ARC, an appeal may be made by contacting the SCHOA Board of Directors at board@senecachase.org.