



**Architectural Improvement Request Form**

**Clifton Crest Homeowners Association**

To: Architectural Review Board  
Capitol Property Management  
3914 Centreville Road, Suite 300  
Chantilly, VA 20151

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Section: \_\_\_\_\_

Telephone (H): \_\_\_\_\_ (W) \_\_\_\_\_

Proposed Improvement:

Applicant must submit in duplicate with application the following:

1. Site plan showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available
3. Color samples, if applicable
4. Architectural plans/drawings (for major additions/improvements)
5. Grading plan, if applicable
6. Detailed written description of improvement (if not provided application will be returned pending additional information)

Applicant hereby warrants that Applicant shall assume full responsibility for:

1. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds, or escrows posted by Developer currently in place affecting the lot);
2. Obtaining all required city, town or county approvals relating to said improvements;

- 3. Complying with all allocable city, town or county ordinances;
- 4. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement;
- 5. Applicant hereby states that they have read the ACC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Architectural Control Committee Response**

Date Application Received \_\_\_\_\_

\_\_\_\_\_ Request approved as submitted  
\_\_\_\_\_ Request approved subject to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Response suspended pending submission of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Request disapproved because: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature – ARB Member

\_\_\_\_\_  
Date