

## **APPLICATION FOR ARCHITECTURAL CHANGE**

To: Fox Point /ARC Committee  
Jenny Del Cid, General Manager  
6120 Blackstone Blvd.  
Fredericksburg, VA 22407  
Email: j.delcid@cardinalmanagementgroup.com

**Owner (Applicant):** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_  
**Address/Lot No.:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Please Note:** The Architectural Review Committee meets electronically each month, and it may take up to 60 days to process this application for complex projects; and ***THIS APPLICATION SHALL BE RETURNED FOR LACK OF REQUIRED INFORMATION OR IF IT IS ILLEGIBLE.***

**PROJECT DESCRIPTION:** Briefly describe in the area below your request for approval to begin your project. Attach required information and provide detailed explanation to more fully explain the project.

\_\_\_\_\_

\_\_\_\_\_

### **REQUIRED INFORMATION includes but is not limited to the following:**

1. Sketches or drawings to scale, and pictures or catalog illustrations
2. Address the requirements in the Architectural Review - Owner's Guide to Design Standards and Rules as they pertain to the project specified herein to assist the ARC's approval process.
3. Copy of the site plan or survey showing locations of all existing and proposed improvements on the property.

### **APPLICANT ACKNOWLEDGES THAT:**

1. There are architectural requirements covered by the Owner's Guide and a review process established by the Board of Directors;
2. Nothing herein contained shall be construed to represent that alteration to land or buildings, in accordance with these plans, not violate any of the provisions of the building and zoning codes of Spotsylvania County. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction;
3. No work on this request shall commence until written approval has been received. Any construction or exterior alteration undertaken by the owner or on behalf of the owner before approval of this application is not allowed; and, if alterations are made, the owner may be required to return the property to its former condition at their expense, if this application is disapproved wholly or in part, and may be required to pay any and all legal expenses incurred;
4. ARC members are permitted to make onsite inspections as they relate to this application;
5. Any approval by the ARC is contingent upon the quality of work being equal to or better than that of the surrounding community;
6. The project shall be completed within 60 days of commencement of the project (unless otherwise noted in this application and approved by the ARC);
7. Any variation from the original application must be resubmitted for approval;
8. The alteration granted by approval of this application may be revoked if the alterations requested have not commenced within 180 days of the date of approved of this application and/or been completed by any other date specified by the ARC;
9. The signature(s) below affirm the design standards will be met and the responsibility for obtaining required county permits rests with the applicant(s).

### **APPLICANT SIGNATURE(S):**

\_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_

### **FOR COMMITTEE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ DATE APPROVED: \_\_\_\_\_ DATE DISAPPROVED: \_\_\_\_\_

## APPLICATION FOR ARCHITECTURAL CHANGE

### **FOX POINT HOMEOWNERS ARC Checklist**

***NOTE: This checklist is intended to assist the homeowner/applicant in submitting a fully complete application. A complete application will assist the ARC to process your application in a timely manner. This checklist is for the homeowners use and is not required to be submitted with your application.***

***REMINDER: It may take up to two months once the ARC has received a complete package.***

1. ☐ A completed Application, to include:
  - a. ☐ Name
  - b. ☐ Address
  - c. ☐ Lot number
  - d. ☐ Phone number
  - e. ☐ Email
  - f. ☐ Brief description of change
  - g. ☐ Signature(s)
  - h. ☐ Date
  
2. ☐ Copy of the plat/site plan or survey, annotated to show:
  - a. ☐ Location of all existing structures
  - b. ☐ Planned architectural change or proposed improvements
  
3. ☐ Samples of color changes, if applicable
  
4. ☐ Any additional required information
  - a. ☐ Sketches
  - b. ☐ Drawings
  - c. ☐ Pictures
  - d. ☐ Catalog illustrations to scale
  
5. ☐ Provide data as specified in the Design Standards for the specific architectural change to assist the Architectural Committee members in their approval process.