



Architectural Control Committee (ACC)
Strasburg, Virginia

Application to Make Exterior Changes, Additions, Improvements, or Alterations

Name:
Address:
Date of Application:

Email:
Phone:

Description of desired alteration:

Multiple horizontal lines for describing the alteration.

Complete a separate application for each improvement.

Supplemental materials are required for the following, and applications are not deemed complete until all required supplemental materials have been received:

For all additions - decks, pergolas, exterior shades, screens, or awnings; patios or screened enclosures; fences, railings; other major exterior renovations, provide...

- Written plans and specifications of materials, colors, manufacturers
Plat or survey showing exact location and dimension(s) of addition and any easements of records
Site plan with drawing of exact location, configuration, and size of alteration(s)
rchitectural plans/illustrations of improvements (Exterior elevations, construction materials and exterior colors)
Copy of proper building permit for any addition
Photograph(s) and/or drawing(s)

For changes to any existing exterior fixtures -- doors, windows, hardware, cladding, bricks, roofs, provide...

- Photograph(s)
Brochure or samples of the proposed color/material
Any additional information - Manufacturer, Supplier, Installer

For hardscaping (exterior walls, ponds, walkways, terracing), or other landscape alterations (other than routine lawn and shrub maintenance), provide...

- Photograph(s)
Site plan showing location of hardscaping to be undertaken
Other supporting information (such as landscaper statement, photographs, etc.)

HOMEOWNERS: By signing below you are indicating that you understand you must wait for receipt of your written approval of this application before purchasing or signing alteration/installation contracts or agreements which would begin the foregoing alteration(s) and that approval of such alteration(s) or additions by the Architectural Control Committee does not release you from your obligations to ensure that such alteration(s) is (are) in compliance with the applicable Building and Zoning ordinances for the City of Strasburg, the County of Shenandoah, the Commonwealth of Virginia, in which the above referenced Lot is located, and all other applicable laws.

Your application must be submitted to one of these current ACC members: **Sue MARIOTTI** (159 Ruth Court) at cloverms1@gmail.com. Questions? Call Sue at 302-388-6423. The application will be reviewed quickly by ACC members -- no later than fifteen days after receipt. **Please allow adequate time to receive the ACC's formal written response to keep with your records.**

I / We understand that any damage that may occur during the course of these alterations are my/our responsibility, whether the damage is done to common property or private property (including, but not limited to underground wiring, landscaping, roadways, etc.)

*OWNERS' SIGNATURE(S) _____ DATE: _____
_____ DATE: _____

*NOTE: ALL OWNERS OF RECORD MUST SIGN.

THE SECTION BELOW TO BE COMPLETED BY ARCHITECTURAL CONTROL COMMITTEE:

[CHECK BOX BELOW OF WHICHEVER CATEGORY APPLIES. CROSS OUT UNUSED CATEGORY]

Your application **has been approved** as of: _____ / _____ / _____
MONTH DAY YEAR

or

Your application **has been rejected** as of: _____ / _____ / _____
MONTH DAY YEAR

for the following reasons:

If application rejected, please make indicated corrections and resubmit your application.

Certified by:

_____	_____
[SIGNATURE]	[PRINT NAME OF AUTHORIZED ACC OFFICIAL]
_____	_____
[SIGNATURE]	[PRINT NAME OF AUTHORIZED ACC OFFICIAL]
_____	_____
[SIGNATURE]	[PRINT NAME OF AUTHORIZED ACC OFFICIAL]

Thank you for your cooperation and being a responsible neighbor.
After you have submitted your form, be certain to keep the ACC reply you receive. It is a legal document for your records.
Questions? Contact the ACC at cloverms1@gmail.com