

RHYGATE HOMEOWNERS ASSOCIATION

ARCHITECTURAL CONTROL COMMITTEE

APPLICATION FOR CHANGE/MODIFICATION

Rhygate has a wonderful appearance. The Board of Directors and the Architectural Control Committee (ACC) are the community's means of ensuring this appearance is maintained.



The Board of Directors has the right to demand and enforce removal of all construction or alterations undertaken and/or completed by a Lot Owner who has not received prior written consent of the Architectural Control Committee.

Receipt of this application does not constitute approval.

In accordance with the Rhygate Homeowner's Association Covenants, and By-Laws, the following form must be submitted to the Architectural Control Committee for changes/modifications, installations and or replacements.

Lot # _____ Homeowner Name: _____
Address: _____ Daytime
Phone: _____ Evening Phone: _____
Email: _____

DESCRIBE REQUESTED CHANGE(S) IN THE SPACE BELOW.

(Use additional pages as needed.)

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ATTENTION: Should you have any questions about completing the application prior to submitting, call any ACC member listed in the Rhygate Telephone Directory

DIRECTIONS:

The Declaration of Covenants requires you to submit all proposed exterior additions, changes, or alterations to your house and/or lot to the Architectural Control Committee for approval. Your application must be complete and include detail regarding the requested changes to be sufficient for approval consideration.

For the following:

- _____ Fence installation or change – see ACC Guidelines 1.3.9. Indicate materials to be used the color of brick, wood, etc. A site plan showing the relationship of the fence to adjacent homes and/or fences, property lines, easements etc.
- _____ Major Landscaping installation or change – see ACC Guidelines 1.3.9. Indicate quantity, type, size of plant material and type and color of rock, brick, wood, etc. Landscaping plan/drawing.
- _____ Party Walls construction/modifications – see ACC Guidelines 1.3.9. Indicate materials to be used and a representative photo of finished installation ie: contractor’s brochure.
- _____ Painting - see ACC Guidelines 1.3.7. Include labeled paint samples even if keeping same color. We have paint sample chips of existing colors for many of the homes in Rhygate.
- _____ Concrete/Brick (to include front steps and walks) – see ACC Guidelines 1.3.9.2. indicate type of material, provide brochure sample of product and provide representative photo of finished installation ie: manufacturers/contractor’s brochure.
- _____ Decks/Balconies – see ACC Guidelines 1.3.1 There are very detailed specifications attached to ACC Guidelines regarding balconies. Please refer to ACC Guidelines for copy of detailed specifications. Contact ACC if you are not in possession of these specifications and submission requirements.
- _____ Mailboxes – see ACC Guidelines 1.3.5. Indicate materials to be used, color and representative photo of finished installation ie: manufacturer’s brochure.
- _____ Roof Replacement – see ACC Guidelines 1.3.4. Provide manufacturer’s sample sheet indicating exact roof shingle to be installed.
- _____ Lighting – see ACC Guidelines 1.3.6. Provide manufacturer’s sample brochure indicating exact light fixture to be installed.

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- _____ Railings – see ACC Guidelines 1.3.9. Provide manufacturer’s sample brochure indicating the, material, style, height and finish of railing(s) to be installed. Provide a sketch indicating the location of railings to be installed.
- _____ Shutters – see ACC Guidelines 1.3.3. Provide manufacturer’s sample brochure indicating exact shutter to be installed.
- _____ Drainage – see ACC Guidelines 1.3.8. To include installation of new downspouts, if direction of water flow is changed you must have an erosion/drainage plan submitted by a professional ie: contractor stating the impact of the change of the water flow.
- _____ Front Doors/Storm Doors/French Doors – see ACC Guidelines 1.3.4. Provide manufacturer’s sample brochure indicating exact door to be installed to include color, style, material and hardware for the door. Regarding French doors, muntions and number of panes need to be included.
- _____ Windows/Storm Windows – see ACC Guidelines 1.3.2. Provide manufacturer’s sample brochure indicating exact window(s) to be installed to include color, muntions and number of panes ie; six over six or four over six, etc.

Packages, when appropriate, should include sketches, photos, catalog illustrations, manufacturer’s information, etc.; and must clearly communicate the nature, kind, shape, color, and dimensions of requested changes, and a list of materials to be used which must conform to established community standards. Incomplete applications will be rejected and returned to the submitter(s).

The association has up to sixty (60) days from submission of a complete application to review and decide on your application.

REVIEW ACKNOWLEDGEMENTS BELOW; THEN SIGN AND DATE APPLICATION BEFORE SUBMITTING to:

Submit the application by one of the following methods:

1. Send a signed (electronic signatures or physical signature “stamps” are acceptable) PDF copy via e-mail to any ACC member if your application does not require supplemental submittals ie; paint chips, brochures, samples, architectural drawings, etc.
2. Send a signed paper copy by mail or hand deliver the application including submittals ie; paint chips, brochures, samples, architectural drawings, etc. to:

Any ACC Committee Member listed in the Rhygate Directory.

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OWNER'S ACKNOWLEDGMENTS I/We, the owner(s) of the property listed on page 1 of this Architectural Control Committee Application, understand and agree to the following:

1. Nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall not violate the provisions of the building and zoning codes of Fairfax County, Virginia, to which the aforementioned property is subject.
2. Nothing herein contained shall be construed as a waiver of modification of any said construction.
3. No work on this request shall commence until written approval of the Architectural Control Committee has been received.
4. Any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed; that, if such alterations are made, I/we may be required to return the property to its former condition at my/our own expense if this application is disapproved wholly or in part; and that I/we may be required to pay all legal expenses incurred.
5. Any approval is made with the express condition that all construction or alterations will be completed in a workmanlike manner.
6. Members of the Architectural Control Committee are permitted to make a routine inspection of the approved construction, alteration, change or installation.
7. A copy of this application will be returned to me after review by the Architectural Control Committee. All drawings, samples, brochures and other representative materials submitted with this application will be kept as part of the ACC record. Any drawings, samples, brochures and other representative materials submitted with this application should be copies/duplicates and will not be returned.
8. There are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.
9. The alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.
10. All proposed improvements must meet county codes.
11. My/our signature(s) below indicate that all county standards are met to the best of my knowledge.
12. I/we understand that the application for all required building permit(s) are my/our responsibility.
13. ANY VARIATIONS from the original application must be resubmitted for approval.

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- 14. I/we understand that I/we are responsible for communicating and providing our contractor with the ACC approved drawings/application to ensure contractor installs per this approved application.
- 15. The Architectural Control Committee and/or Board of Directors may approve or deny this application in whole or in part as deemed appropriate by the Committee and/or Board.

OWNER SIGNATURE(S) AND DATE(S) OF SUBMISSION

Signature

Date

Signature

Date

INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED