

Beacon Hill Community Association – APPLICATION FORM

Architectural Improvement, Modification, Addition

Complete applicable sections below and email an electronic copy to chris.butts@pmpbiz.com, or mail a hard copy to PMP at 552 Fort Evans Road, Suite 202, Leesburg, VA 20176. **If required, the DRCC may request full size copies of plans.**

- ☒ Include a check in the amount of \$50 payable to BEACON HILL COMMUNITY ASSOCIATION (new construction) and mail to PMP, Inc. (Attention: Chris Butts) at 552 Fort Evans Rd., Suite 202, Leesburg, VA 20176.
 - ☒ Attach 2 copies of all documentation, including the application, architectural plans/drawings or photographs of the proposed project. Drawings MUST show elevations, dimensions, height off the ground, relationship to existing structures, railings, footings, color samples if necessary and manufacturer's brochure, if available.
 - ☒ Attach a copy of the property plat showing size, shape and location of improvement to residence and adjoining properties (including specific dimensions of improvement and distances to adjoining properties.) Grading plan must be included, if applicable.
 - ☒ Obtain the signatures of all adjacent or affected property owners. (See page 2)
-

Name of Applicant: _____ Date: _____

Address: _____ Lot: _____

Best Number(s) to Reach You: _____ Fax: _____

TYPE OF ALTERATION/CHANGE (check appropriate box)

- | | |
|--|--|
| ☐ Second Story Deck (Complete SECTION A below) | ☐ Ground Level Deck (Complete SECTION A below) |
| ☐ Fence (Complete SECTION B below) | ☐ Patio (Complete SECTION C below) |
| ☐ Storm Door (Complete SECTION D below) | ☐ Other (Complete SECTION E below) |

☐ **SECTION A – Deck Additions** (*Must Be White in Color*) *Use extra sheet if necessary*

Dimensions/Across the back of house: _____ Dimensions/Length of house: _____

Elevation from Ground Level: _____ Railing Height (from surface to deck): _____

Railing Type (describe): _____ Type of material: _____

Include information on any additional attachments such as trellis, lighting, benches, flower boxes, etc:

☐ **SECTION B – Fence Additions** *Use extra sheet if necessary*

Total Dimensions of the fence: _____ Fence Type: _____

Type of Gate: _____ Type of materials to be used: _____

☐ **SECTION C – Patio Additions** *Use extra sheet if necessary*

Total dimensions of patio: _____ Type of materials & color: _____

☐ **SECTION D – Storm Doors** *Use extra sheet if necessary*

Placement of Door: _____ Describe Type of Door: _____

Describe Color of Door as it relates to the Front Door, Siding (Brick) and Trim:

☐ **SECTION E – Other (includes landscaping, pool, gazebos.)** *Use extra sheet if necessary.*

Provide explanation of project including details on dimensions, materials, colors, landscaping, fencing, as applicable: (include plat markup noting location.)

→ Go to Page 2

I understand and agree to the following:

- That the Association has 45 days from the date of receipt of a completed application to review and provide an approval or denial in writing to the owner/applicant.
- That this modification may require a County building permit or may be subject to other governmental regulations. I agree to obtain all required city/country approvals. Miss Utility will be contacted prior to the commencement of any construction. Approval of this application satisfies only the requirements of the Association and not any obligations to the County or others as may be required.
- That I assume full responsibility for all landscaping, grading and/or drainage issues relating to the improvements, including applicable replacing bonds or escrows posted by Developer/Builder currently in place affecting the lot. All work associated with the project will be completed within the property lines. Any damage to adjoining property (including common area) or injury to third persons associated with the improvement is my full responsibility.
- That no work on this proposal will commence until I receive written approval of the Association. To do so is a violation of the Covenants of the Association and may result in the requirement that I remove any unapproved modification and restore my property to its original condition at my own expense if this application is disapproved. I also understand I will be held liable and responsible for any legal fees incurred on behalf of the Association to enforce this provision.
- That any approval is contingent upon the construction being completed in a timely and professional and workmanlike manner as per the specifications as submitted in this application(s).
- The members of the Association, or its designated Agent, may enter upon my property to make routine inspections.
- That there are architectural requirements addressed in the Design Code and the Declaration and a review process as established by the Board of Directors.
- That the approval authority granted by the Association (if so granted) will automatically expire should the proposed project not be commenced within 180 days of the approval or completed within one year of the approval.
- That a variation from the original application must be submitted for approval

Owner/Applicant's Signature: _____ **Date:** _____

Signature below of neighboring property owners acknowledging they were provided the opportunity to review the plans and submit comment, if any, for consideration by the DRC during the application review process. Neighboring property owners may submit comments to the DRC in writing c/o chris.butts@pmpbiz.com within 48 hours of signing the application.

Print Neighbor Name: _____ Lot # _____

Address: _____ Phone: _____

Signature: _____

Print Neighbor Name: _____ Lot # _____

Address: _____ Phone: _____

Signature: _____

Print Neighbor Name: _____ Lot # _____

Address: _____ Phone: _____

Signature: _____

Print Neighbor Name: _____ Lot # _____

Address: _____ Phone: _____

Signature: _____

For Committee Use Only: ☐ Approved ☐ Disapproved ☐ Approved w/conditions: _____

Comments: _____

Committee Representative: _____ Date of Decision: _____