

APPLICATION CHECKLIST

Please note that the following items **are required** when submitting an application to the HOA for an architectural improvement, modification, or addition to the exterior of a Member Lot. This list is not meant to be all inclusive, as some requests may require additional documentation in order to permit the committee to render a decision. If any of the required items are missing from the submission, the application will be rejected.

- _____ Check in the amount of \$50.00 payable to Beacon Hill Community Association (new construction) and mail to PMP, Inc. at 552 Fort Evans Rd., Suite 202, Leesburg, VA 20176.
- _____ [Completed Beacon Hill Architectural Improvement Request Form.](http://www.beacon-hill.us) (www.beacon-hill.us)
- _____ Property plat showing size, shape and location of improvements to the residence and adjoining properties, including specific dimensions of improvement(s) and distances to adjoining properties.
- _____ Grading plan, if applicable.
- _____ Architectural plans/drawings or photographs of the proposed project. Drawings must show elevations, dimensions, height off of the ground, relationship to existing structures, railings, footings, color samples, if necessary, and manufacturer's brochure, if available.
- _____ Signature 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.

Completed applications with attachments may be delivered electronically to the HOA via Chris Butts at chris.butts@pmpbiz.com. Or you can mail a hard copy to PMP, Inc. at 552 Fort Evans Road, Suite 202, Leesburg, VA 20176

If required, the DRCC may request full size copies of plans.

Please contact Chris if you have any questions.