

**SPRING LAKES HOA**  
ARCHITECTURAL IMPROVEMENT REQUEST FORM

APP # \_\_\_\_\_

Date Sent to ARC  
\_\_\_\_\_

**Send to:      Spring Lakes HOA  
                 Architectural Review Board  
                 c/o Armstrong Management Services, Inc.  
                 3949 Pender Drive, Suite 205  
                 Fairfax, Virginia 22030**

Name of Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Telephone (H): \_\_\_\_\_ (W): \_\_\_\_\_

Proposed Improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following **must** be submitted with application:

1. Site plan/plat showing size, shape and location of improvement to residence and to adjoining properties (including specific dimension of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color samples, if applicable.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement (if not provided, application will be returned pending additional information).

Applicant hereby warrants that Applicant shall assume full responsibility for:

- a. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place by affecting the lot);
- b. Obtaining all required City, Town and/or County approvals relating to said improvements:
- c. Complying with all applicable City, Town and/or County ordinances:
- d. Any drainage to adjoining property (including common area) or injury to third persons associated with the improvement:
- e. Applicant hereby states that they have read the ARB guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

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**ARCHITECTURAL REVIEW COMMITTEE RESPONSE**

Date Application Received \_\_\_\_\_

\_\_\_\_\_ Request approved as submitted.

\_\_\_\_\_ Request approved subject to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Response suspended pending submission of: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Denied as submitted for the following reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of BOD or ARC Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Verbal Notification Date