

# **ARCHITECTURAL MODIFICATION CHECKLIST**

INCOMPLETE SUBMITTALS WILL CAUSE DELAY IN APPROVAL PROCESS.  
*PLEASE READ CHECKLIST CAREFULLY.*

Below is a listing of items that are required to accompany the application **prior** to review  
by the Architectural Review Committee (ARC).

***ALL SUBMISSIONS REQUIRE ITEMS 1 - 4 BELOW.***

1. **Application**

Complete Homeowner information (name, address, telephone, email).  
Homeowner's signature(s)  
Approximate start and completion dates  
Modification Description

*Please review your Association Documents and Design Guidelines BEFORE  
submitting any application.*

2. **Provide Plat** - Improvement location must be marked on plat and submitted with application.

3. **Landscape Plans** - Show a diagram of your house and location of the landscaping improvements and submit with application.

4. **Material Description** – Attach a detailed, drawing, photo or picture of improvement requested. List all materials and type under “Modification Description”.

**Send completed application , plat and plans, via mail, fax or email to:**

**myStreet Community Management**  
**7231 Forest Avenue, Suite 102**  
**Richmond, Virginia 23226**  
**Phone (804) 359-2895**  
**Fax (804) 359-8122**  
**E-Mail [info@mystreetva.com](mailto:info@mystreetva.com)**

Failure to follow these requirements and procedures may cause your request to be delayed pending submission of additional information and documentation to the Architectural Review Committee. An incomplete application may affect the time limits for approval.

# **ARCHITECTURAL MODIFICATION REQUEST**

Community Name: \_\_\_\_\_

Homeowner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

1. **My Association Fees are Current** \_\_\_\_YES \_\_\_\_NO  
*Association Fees must be current in order to be approved.*

2. **MODIFICATION(S) BEING SUBMITTED:** (Please check all that apply)

- \_\_\_\_ Addition (description) \_\_\_\_\_
- \_\_\_\_ Driveway, sidewalks
- \_\_\_\_ Fence
- \_\_\_\_ Landscaping: \_\_\_\_ Front Yard \_\_\_\_ Side Yard \_\_\_\_ Rear Yard
- \_\_\_\_ Lighting/Electricity/plumbing
- \_\_\_\_ Paint
- \_\_\_\_ In-Ground Pool
- \_\_\_\_ Satellite Dish (preferred location is rear of yard)
- \_\_\_\_ Roof
- \_\_\_\_ Shed / Garage (siding and roof materials and color to match home, reference Design Guidelines for foundation requirements and note materials and foundation type in "Modification Description")
- \_\_\_\_ Swing Set / Playground / Recreational Equipment
- \_\_\_\_ Other \_\_\_\_\_

3. **Is a Building Permit Required?** \_\_\_\_YES \_\_\_\_NO

If yes, what are the required inspections: \_\_\_\_\_

Construction must meet all zoning, building codes, and laws of the County. For further information regarding zoning and permits call your County office. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.

4. **Utilities:** Where applicable, utility easements are to be marked before excavation is started. This service is provided free of charge by Miss Utility and is required to provide your safety when putting up a fence, or just landscaping. For location of underground telephone, cable TV, electric, gas, water and sewer lines, call Miss Utility at **800-552-7001** (call 72 hours before you dig).

5. **Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any other natural aspect of the land?** \_\_\_\_YES \_\_\_\_NO

# **ARCHITECTURAL MODIFICATION REQUEST**

**6. Modification Description**

**You must provide a plat marking the location of improvement and distance to all property lines. Attach any other plans or drawings. Describe below improvement including materials and dimensions.**

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**Fence Type:** \_\_\_\_\_ **Material** \_\_\_\_\_ **Height** \_\_\_\_\_ **Picket Spacing** \_\_\_\_\_

**Vertical slats** \_\_\_\_\_ **Post** \_\_\_\_\_ **Post Intervals** \_\_\_\_\_ **# of Gates** \_\_\_\_\_

**Note: Fence and gate location must be noted on plat.**

**Landscape additions or removals require:**

**Name(s) of plants:**

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**Note: Show location of new plantings or removal on attached drawing or plat.**

**7. Does Improvement meet all standards and requirements in Association Documents and Design Guidelines? \_\_\_\_\_ Yes \_\_\_\_\_ No**

**FURTHER, I/WE DO agree and understand:**

1. The above statements are true;
2. I/we assume total responsibility for the upkeep and maintenance of any modification(s) made to the lot;
3. I/we accept total responsibility and liability for any modification(s) approved and otherwise release the named HOA from claim regarding the modification(s);
4. Upon completion, I/we shall inform the ARC for final inspection (**send Notice of Completion Form**).
5. I agree work shall begin within 3 months and be completed within 6 months of approval date.

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HOMEOWNER OF RECORD	PHONE NUMBER	DATE
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HOMEOWNER OF RECORD	PHONE NUMBER	DATE
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ARCHITECTURAL REVIEW COMMITTEE, CHAIRPERSON APPROVAL	DATE	/	BOARD OF DIRECTORS, OFFICER APPROVAL	DATE
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**Please Initial:** \_\_\_\_\_ **NOTE:** Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. Owner may also need to acquire approval from the County for permission to encroach within County easement.

**ALLOW UP TO 30 DAYS FOR THE APPROVAL PROCESS**

**Submit to:**

**myStreet Community Management**  
7231 Forest Avenue Suite 102 Richmond, VA 23226  
Phone (804) 359-2895 \*\*\* Fax (804) 359-8122 \*\*\* E-Mail [info@mystreetva.com](mailto:info@mystreetva.com)

**NOTICE OF COMPLETION**  
**FOR HOME IMPROVEMENT(S)**

*This form must be submitted **upon completion** of home improvements.*

**Complete and return form via mail, fax or E-mail AFTER installation of improvement has been completed to:**

**myStreet Community Management**  
**7231 Forest Avenue, Suite 102**  
**Richmond, Virginia 23226**  
**Phone (804) 359-2895**  
**Fax (804) 359-8122**  
**E-Mail [info@mystreetva.com](mailto:info@mystreetva.com)**

\_\_\_\_\_  
HOME OWNER NAME (PRINT)

\_\_\_\_\_  
DAY PHONE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
IMPROVEMENT(S)

\_\_\_\_\_  
APPROVAL DATE

\_\_\_\_\_  
COMPLETION DATE

*Signature of Owner:* \_\_\_\_\_

**Note: Owners are responsible for the maintenance and upkeep of additions and modifications to their property.**