

*Cardinal Glen of Loudoun
Home Owners' Association, Sections 1&2*

ARCHITECTURAL REVIEW APPLICATION

NAME _____ **DATE** _____

PROPERTY ADDRESS _____

TELEPHONE (DAY) _____ **(EVENING)** _____

1. Describe the proposed alteration or project for which approval is requested. Attach a drawing that includes a description of material and colors as necessary to indicate the character and final appearance of the alteration or project.
2. Provide a sketch of the lot indicating the house, street front, and the site of the alteration or project as appropriate.
3. Estimate the start date and completion date for all exterior construction.
4. For all projects other than color changes, please discuss the project with at least two immediate neighbors and obtain a signature approval (space is provided below).
5. Deliver the completed request to a Director on the HOA board or mail to *CGHOA1&2 Architectural Review Committee, PO Box 972, Sterling VA 20167*

Property Owner's Signature _____

Neighbor #1 _____ **Neighbor #2** _____

Address _____ **Address** _____

Phone _____ **Phone** _____

PLEASE NOTE

1. Virginia law requires 48 hours notice to "Miss Utility" at 1-800-552-7001 before digging anywhere. Location of underground utilities will be marked. This is a free service.
2. Contact Loudoun County Office of Building and Development at 703-777-0220 to obtain information on electrical, plumbing, or building permits. These permits are required by law.
3. Work done prior to receiving approval by the Board is at risk of restoration to the original state at the owner's expense.
4. The Homeowner's covenant allows 30 days after receipt of this application for approval or rejection by the Board of Directors. After this period, approval is automatic.