

ARCHITECTURAL MODIFICATION CHECKLIST

UPDATED November 2016

ALLOW UP TO 30 DAYS FOR THE APPROVAL PROCESS
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 foxcreek@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.

FOXCREEK
ARCHITECTURAL MODIFICATION REQUEST

Community Name: _____

Homeowner(s) Name: _____

Address: _____ City _____ Zip _____

E-Mail – REQUIRED FOR QUICK PROCESSING: _____

Phone: _____

Alt. Phone: _____

Start Date: _____

Anticipated Completion Date: _____

**1. PLEASE REVIEW FEE SCHEDULE AND ATTACH PAYMENT FOR PROMPT PROCESSING.
Make Checks Payable to FOXCREEK OWNERS ASSOCIATION**

Type of Request (Check Box)	Required Attachments
House Addition <u>Application Fee: \$150.00</u>	<ol style="list-style-type: none"> 1. Plans and elevations of addition showing connection and architectural relationship to house. Identify exterior materials. 2. Site plan showing addition, location, distance to property lines.
Exterior Modification (changes in materials, ornamentation, etc.) <u>Application Fee: \$25.00</u>	<ol style="list-style-type: none"> 1. Scale Drawing or modification or photograph or catalogue information on product. Show where change will be made on house.
Accessory Building (tool shed, workshop, garage, pool house, gazebo, etc.) <u>Application Fee: \$50.00</u>	<ol style="list-style-type: none"> 1. Plans and elevations of structure showing all architectural details. Identify exterior materials. 2. Site plan showing location relationship to main house, distances to property lines.
Property Improvement (swimming pool, sap, patio or other pavement, deck, etc.) <u>Application Fee: \$50.00</u>	<ol style="list-style-type: none"> 1. Plans of improvement. Identify materials. 2. Catalogue information of purchased product (ex. Spa) 3. Site plan showing location relationship to main house, distances to property lines.
Fence / Wall Play set or Structure <u>Application Fee: \$25.00</u>	<ol style="list-style-type: none"> 1. Elevation drawing of type of fence or wall, height, materials. Or photo or cut sheet showing size & color of play set. 2. Site plan showing location and extent.
Color Change <u>Application Fee: \$25.00</u>	<ol style="list-style-type: none"> 1. Paint chips or samples of finished product
Landscaping – Landscape Lighting <u>Application Fee: \$25.00</u>	<ol style="list-style-type: none"> 1. Landscape plan with all new materials and sized identified. 2. Picture of light fixture and location of lights on site.

2. My Association Fees are Current YES NO

Association Fees must be current in order to be approved.

3. **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
- Patio: Brick Concrete Stone
- In-Ground Pool
- Satellite Dish (preferred location is rear of yard)
- Shed (siding and roof materials and color to match home, reference Design Guidelines for foundation requirements and note materials and foundation type in "Modification Description" _____
- Storm Door (front door must be full glass)
- Swing Set
- Tree Planting (include #) Front Yard Side Yard Rear Yard
- Tree Removal: (include #) Front Yard Side Yard Rear Yard
- Other _____

4. **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.

5. **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).

6. **Will any of the modifications inhibit the proper flow of rainwater runoff or conflict with any other natural aspect of the land?** YES NO

7. **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. Please attach a separate page if addition space is necessary.

Fence Type: _____ Material _____ Height _____ Picket Spacing _____

Vertical slats _____ Post _____ Post Intervals _____ # of Gates _____

Note: Fence and gate location must be noted on plat. Rear gates are not permitted

Landscape additions or removals require:

Name(s) of plants:

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

8. **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.

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, Virginia 23226**
Phone (804) 359-2895 * Fax (804) 359-8122 *****
E-Mail foxcreek@mystreetva.com

OFFICE USE ONLY:

NOTES:

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 foxcreek@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.