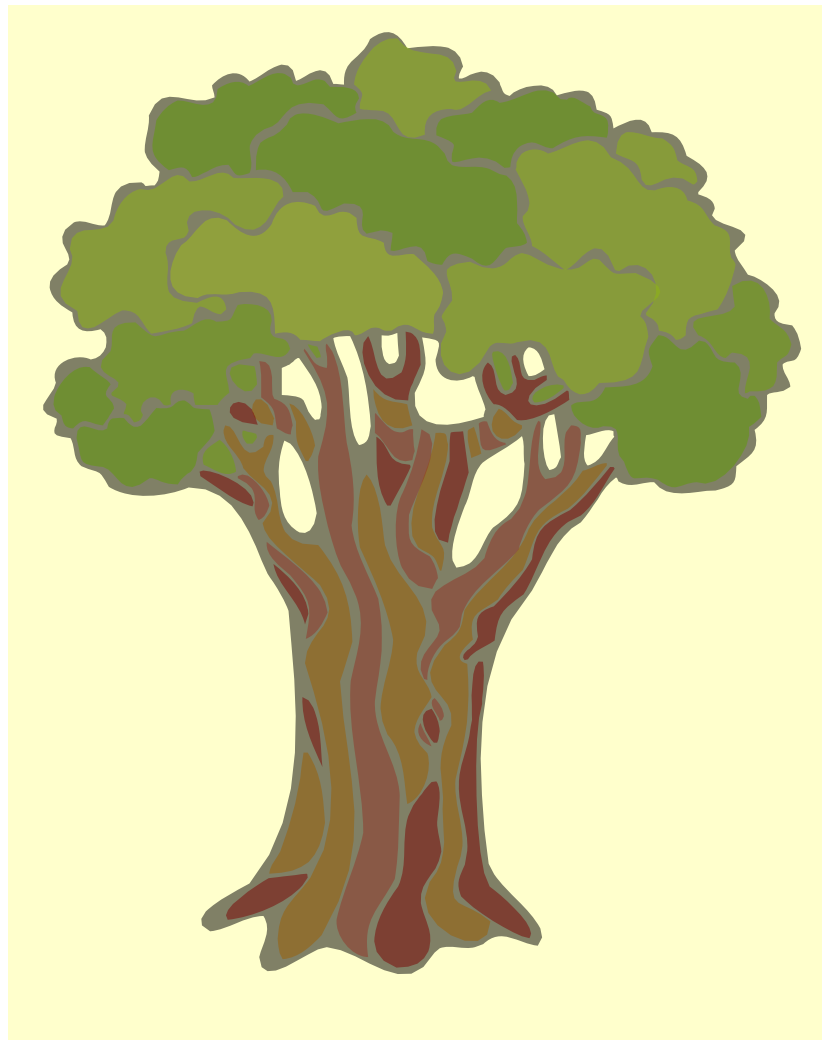


# *ASCOT WOODS, VIRGINIA*

## ARCHITECTURAL STANDARDS AND GUIDELINES



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# **OBJECTIVES AND GENERAL INFORMATION**

## **Role of the Review Board**

The role of the Architectural Review Board is to insure the retention of harmonious design qualities in Ascot Woods. Surveys of planned communities show that providing this insurance is reflected in the preservation and enhancement of real estate value and is of prime importance to residents.

While builders were constructing houses in Ascot Woods, there were two architectural committees. The first was the New Construction Panel (NCP), which oversaw construction by the builders and the developer and is now defunct. The second was the modification and change panel, which was composed of three to seven members appointed by the Board of Directors of the Homeowners Association and was called the Architectural Review Board (ARB). The ARB insures that proposed exterior alterations comply with the objectives set forth in the Covenants by the regular and systematic review of all applications submitted by the residents.

The specific objectives of the ARB are:

- To increase the resident's awareness and understanding of the Covenants
- To describe the organizations and procedures involved with the Architectural Standards established by the Covenants
- To provide guidelines that will aid residents in developing exterior improvements that are of an architectural consistency and in harmony with the immediate neighborhood and the community as a whole.
- To assist residents in preparing an application to the ARB.
- To provide as a uniform guideline to be used by the ARB in reviewing applications in light of the goals set forth in the By Laws and Declaration of Covenants and Restrictions of Ascot Woods and the Homeowners Association's Board of Directors.

## **Ascot Woods Standards and Guidelines**

The standards and guidelines described in this document address home improvements and construction which may or may not require ARB approval, and instruct residents on how to submit applications to the ARB. These guidelines do not interpret, dictate, amend, or alter Prince William County zoning restrictions, building codes ([www.pwcgov.org/pworks/blddev/codebook.htm](http://www.pwcgov.org/pworks/blddev/codebook.htm)) or municipal ordinances.

It is the responsibility of the homeowner that compliance with county and state regulations and codes be met. County and state offices and phone numbers are available through your ARB representative (hyperlinks also available on the Resources page).

The overall objective of this document is to guide residents and members of the Architectural Review Board (ARB) in maintaining and insuring an aesthetic neighborhood with Ascot Woods. These guidelines are not intended to be all inclusive or exclusive, but rather serve as a definition of sanctioned architectural changes. As technology and advances in home improvements occur, some provisions of this document may require alteration or deletion.

## **Changes Requiring Homeowner's Filing Application for ARB Action**

Conditions for Architectural Control. No improvements, alterations, repairs, changes of paint colors, excavations, changes in grade or other work, which in any way alters the exterior of any lot or common area or the improvements located thereon from its natural or improved state, existing on the date such property was first subject to this declaration, shall be made or done without the prior approval of the Architectural Review Board.

Homeowners must submit an application for:

- All major home construction
- Minor exterior changes which require an exception to the rules

## **ARB Review Criteria**

Each application is reviewed on an individual basis. There are no “automatic approvals”. For example, a homeowner who wishes to construct a deck identical to one already approved by the ARB is still required to submit an application. Judgements of acceptable design are based on the following criteria

- Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
- Design Compatibility. The proposed improvement must be consistent with the architectural characteristics of the applicant’s house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, similar use of materials, color and construction details.
- Locations and impact on neighbors and the community. The proposed alteration should relate favorably to the landscape, the existing structure and the neighborhood. Some primary concerns are access, view and drainage.
- Scale. The size (in three dimensions) of the proposed alteration should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
- Color. Color may be used to soften or intensify visual impact. Parts of an addition that are similar to the existing house, such as roofs and trim, must be matching in color.
- Materials. Continuity is established by use of the same or consistent materials as were used in the original house.
- Workmanship. Workmanship is another standard which is applied to all exterior alterations. The quality of the work should be equal to or better than that of the surrounding area. Poor workmanship can be visually objectionable to others and can also create safety hazards.
- Timing. The majority of alterations may be constructed or installed by the residents themselves rather than a contractor. However, projects which remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include estimated start and completion dates. If such time period is considered unreasonable, the ARB may deny the application.

## **Amendment Process for the Architectural Guidelines**

The ARB will conduct a yearly evaluation of the Guidelines to determine if amendments are required. The revised amendments shall be adopted as were the original guidelines by the Board of Directors.

## **Application and Review Process**

All applications will be filed with the ARB (A sample application is included). The following information is required for the application:

- Major Construction. The application must include a duplicate of those documents approved by prince William County for a building permit or zoning approval (i.e. architectural plans). In addition, information regarding the type of siding on the dwelling and proposed structure, color of structure and trim, exterior lighting arrangements, landscaping, etc., are required.
- Minor Home Alterations. The application must include a site plan or scaled sketch showing the location of the proposed alteration and relationship to property lines and adjacent houses. Contour lines are required where drainage is a consideration.
- Estimated start and completion dates.

- Acknowledgement by neighbors. The ARB requests that the applicant discuss the proposed improvement with abutting/adjacent property owners who would be impacted by the change. Neighbors signatures indicate awareness only, and does not constitute their approval or disapproval. Please realize that if the homeowner gathers the appropriate signatures, the application can be processed faster. NOTE: Although the form has four spaces for neighbors, not all applications will require four signatures.

All applications for major construction will be available for review by all Ascot Woods residents by contacting the ARB Librarian or going to [www.ascotwoods.com](http://www.ascotwoods.com) The ARB will verify that abutting or adjacent Ascot Woods property owners are aware of the applicant's proposed improvement.

All applications will be acted upon expeditiously within a ten (10) working days time frame. The ARB must act upon all applications with a maximum thirty (30) calendar days of receipt. Applicants with special cases which require interpretation or redress a neighbor's complaint will be notified and asked to be present for the ARB meeting concerning their case. The decision of the ARB will be returned by copied application form or letter to the applicant within five (5) days. To speed service to the homeowner and minimize mail expenses to the Association, correspondence will be conducted electronically or hand carried between the applicant and the ARB to the maximum extent practical. The applicant will be asked to sign a receipt to ensure accurate tracking of correspondence.

### **Appeal of Denied Application**

Any denial of an application rendered by the ARB is subject to appeal. Should the applicant challenge the decision of the ARB, he/she may submit a written appeal to the Board of Directors within thirty (30) days of the written notification of the ARB's decision. Appeals will be heard within thirty (30) of their receipt. The homeowner may request a special board meeting if the thirty (30) day period is prohibitive. The applicant will be advised of the date of their appeal hearing, which shall be open to all homeowners.

### **Home/Property Maintenance Guidelines**

Property ownership includes the responsibility for maintenance of all structures and grounds that are part of the property. This includes, but is not limited to, items such as mowing grass, removal of trash, and structural maintenance. Maintenance affects the visual character and economic values of the property and neighborhood, and in some cases, safety. Violations of maintenance standards are violations of the Ascot Woods Covenants and pursued under Article VI, Section 2.

Exterior Appearance. Residents are responsible for maintaining the exterior of their dwellings and any other structures on their lots, such as decks, fences, sheds and playground equipment. The following situations represent conditions that would be considered as violations:

- Peeling paint on exterior trim
- Mailboxes that are badly dented, deformed, or stand in need of repainting; or posts that need repair, repainting, or re-staining.
- Playground equipment that is broken or visibly rusted and unpainted.
- Fences with either broken, rotting, or missing parts.
- Sheds with broken doors, damaged roofs, in need of painting, or otherwise dilapidated so as to cause concern.
- Decks with missing or broken railing or parts, or parts in need of re-staining.
- Crumbling or unpainted concrete or masonry block foundations.

Mowing. Turf areas need to be mowed at regular intervals consistent with neighboring properties. Planted beds must be kept in a neat and orderly manner, trimmed and mulched as needed.

Trash Removal. Each resident is responsible for maintaining a litter-free property. The Ascot Woods common ground shall not be used as a dumping ground for trash, rubbish or other debris such as leaves, grass clippings and branches. Likewise, persons using any part of the common ground for dog walking must remove the waste products of their pets as required by county ordinance.

### **Enforcement Procedures**

The covenants in Article III, Section 4 (b) require the ARB to insure compliance of all lots with the Architectural Standards applied in Ascot Woods. The following enforcement procedures have been adopted by the Board of Directors.

- An attempt will be made to contact the resident by phone or in person.
- All violations will be confirmed by an ARB member.
- If within five (5) working days no contact has been made, a violation notice will be sent.
- The resident will have fifteen (15) calendar days from receipt of the second notice, a Hearing Notice will be sent by certified mail informing the resident of the time and place of the next regular ARB meeting. The resident will be given the opportunity to discuss the violation with the ARB. For the purpose of this paragraph, “resolved” will mean the violation is corrected or a date is established when the violation will be corrected.
- If the violation cannot be resolved by the ARB, a recommendation for legal action will be sent to the Board of Directors at a regular board meeting.

# **STANDARDS AND GUIDELINES**

## **MAJOR EXTERIOR CHANGES WHICH REQUIRE ARB APPROVAL**

**Description.** Major alterations are generally considered to be those which substantially alter the existing structure either by subtraction and/or addition. These alterations include, but are not limited to, construction of walkways, driveway modifications, porches, greenhouses, greenhouse windows, rooms, decks, fireplaces/ chimneys, garages, or other such additions to a home. The homeowner must submit an application to the ARB for all major alterations listed in this section.

**Procedures.** Major exterior modifications must be submitted to Prince William County ([www.pwcgov.org/pworks/blddev/improvements.htm](http://www.pwcgov.org/pworks/blddev/improvements.htm)) for approval and to the ARB for review. A county construction permit is not in itself sufficient for ARB approval, nor does ARB review fulfill the requirements of the county for construction. Any construction requiring county approval must be directly submitted to the county by the applicant. The following guidelines are provided for major exterior changes.

- Construction of carports or detached garages is not permitted in Ascot Woods.
- The design of major alterations should be consistent in scale, materials, and color with the applicant's house and adjacent homes. The proposed structure must be in keeping with the existing lot size.
- Pitched roofs should match the slope on the applicant's house, and be of similar color and roofing material.
- New windows and doors should match the type used in the applicant's house and be located in a manner that will relate well to the location of exterior openings in the existing house.
- Any changes in grade or in other terrain conditions should not adversely affect drainage of existing or adjoining properties.
- During construction, materials must be stored so that impairment of view from neighboring properties is minimized. Excess material should be removed immediately after completion of construction. Accumulated construction debris should be kept at a minimum during construction. At no time is it permissible to dump debris on an adjacent lot or common area.

**Decks and Patios.** Deck construction requires Prince William County Zoning Board approval and a building permit. Decks and patios are to be located in rear yards. Side yard locations will be considered on a case by case basis. When patio or deck schemes include other exterior changes such as fencing, lights, planting, sheds, etc., please consult other appropriate sections of these Standards and Guidelines during the completion of the application. Decks in Ascot Woods are to be of wood construction and may be stained with natural wood preservatives or be consistent with the exterior siding colors of the house. Patios may be of concrete, brick, stone, or other like material that is permanent in nature. The ARB application should include a description of the construction material and possible grading changes.

**Fences.** Fence construction requires Prince William County Zoning Board approval. Buffer Areas (lots twenty-six through fifty) shall be subject to the buffer area restrictive covenant. See Covenants in Article IV, Section 1 (w). The following guidelines are provided for fence construction:

- All fences in Ascot Woods shall be solely of wood construction and should blend with existing adjacent fencing. No wooden "stockade" fencing is permitted (stockade fences use pointed, lapped boards). Fences are restricted to side and rear yards, and should not extend any further forward than the approximate mid-point of the side of the house.
- Recommended fence heights range from three (3) feet to six (6) feet. Fences reaching six feet should be cut with a symmetrical dip or other suitable design to soften the linear

top. Fences in excess of six feet must meet additional Prince William County zoning and building codes.

- Fence framework, such as posts and support beams shall face the inside of the owner's lot, except along jointly owned property lines or where fence faces wooded areas.
- The property owner is responsible for locating and following corner stakes and property lines when installing a perimeter fence. If a tree exists on the property line, the fence must be installed in a manner that abuts the tree on both sides or boxes the tree. The box is to be constructed inside the owner's lot line.
- Gates should be consistent to fencing in design, material, height, and color. Except for approved decorative fencing, fences will be left to weather naturally or will be stained in natural wood colors. Landscaping is encouraged to complement and/or screen the fence and should be considered an integral part of any fencing scheme. Wire mesh screening used to increase security will be attached on the inside of the fence so that it is not visible to the public.

**Sheds.** Shed constructions should be designed to respect the visual rights and interest of neighboring properties. Sheds should be located in the most inconspicuous space available on the property. Sheds will be limited to a size of 120 square feet or less. The following guidelines are provided for shed structures and construction:

- Utilization of under-deck storage areas: If the under-deck is used as a storage area, trellised walls, solid walls, or landscaping may be helpful to soften the impact.
- Free-standing sheds. The style and design of free-standing sheds, including the roof, should be consistent with the style of the existing house. All sheds will be of wood construction. Roof, siding, and trim materials and color should be consistent with the existing house or free standing deck or fence. Matching colors are encouraged, but not required.

County codes require that sheds must be located at least five (5) feet from the rear and side property lines. These buildings may not have plumbing and they may not be used for dwelling purposes, studios, or businesses.

**Swimming Pools and Spas.** Pool construction requires County approval.

- In-ground pools. Pools for swimming must be located in the rear of the house, enclosed by a six (6) feet high fence, and approach the property line no closer than five (5) feet. The fence/pool area should be properly landscaped. Spas/tubs may not require a six (6) feet fence if the deck or platform that houses the spa/tub is located three (3) feet above the ground, has three (3) feet rails, and is secured with a gate above the steps that lead to the deck from the ground level, or a substantially constructed lockable cover or a locking mechanism over the top which positively prevents entry when attached and locked in a manner that is tamper proof. A spa/tub must be an integral part of a deck, patio, or landscaping. All mechanical equipment, pipes and under-structure must be concealed.
- Above Ground Pools. Above ground pools are discouraged and approved on a case by case basis. Above ground pools are required to have wooden decks around the perimeter of the pool with a minimum deck width of three (3) feet wide. The lower portion of the pool shall be concealed by a fence or plantings. The pump and related pool equipment shall be kept under the perimeter deck or concealed from public view. Above ground pools must meet in-ground pool fence height requirements.

Small (inflatable or molded plastic) children wading pools are permitted. The homeowner is responsible for keeping all pool fence gates and spa covers locked when the pool or spa is not in use, and making sure that all locking mechanisms are in good working order.

### **Recreation and Play Equipment.**

- Swing Sets and Play Complexes. Swing sets and play complexes should be properly maintained. They must be in scale with the yard and surrounding property and be located in the rear yard. Preferred locations are wooded areas or areas with minimal visual contact from outside the lot.
- Basketball Goals. For safety reasons, basketball goals may not be placed within fifteen (15) feet of the street-side curb. Goal placement should be in full consideration of neighbor property, including cars, shrubs, etc.
- Play Houses. Play houses must be unobtrusive and consistent with Ascot Woods standards. Construction should be semi-permanent in nature. Building materials should be wood, which can be left natural. Siding and roofing to match the dwelling are encouraged, but not required. Electrical connections, electrical lines or plumbing of any description are not permitted. Small plastic play houses are acceptable when kept in the rear yard.
- Tree Houses. Not permitted in Ascot Woods.
- Skateboard Ramps. No permanent skateboard ramps may be constructed on lots or common areas within Ascot Woods.

**Dog Houses and Runs.** Dog houses must be consistent with the applicant's house in color and material, or match a natural wood fence. Dog runs will be considered on a case by case basis. Dog runs shall not be permitted in the front or side yard of any residence and must be concealed from public view.

**Exterior Decorative Objects.** Displaying exterior decorative objects in front or unfenced side yards to enhance the landscaping or express the individuality of the applicant property owner will be considered on a case by case basis. Exterior decorative objects include, but are not limited to, such representative items as wagon wheels, sculptures, wishing wells, fountains, pools, ponds, free-standing poles of all types and items attached to approved structures. Seasonal decorations do not require ARB approval and must be removed after the season.

**Exterior Painting.** Painting or staining to match original color schemes do not require ARB review. Painting or staining that reflect a change in existing color schemes must be submitted for ARB review. This is a requirement not only for changes in house siding, but also for doors, shutter, trim, roofing and other structures.

**Solar Collectors and Sun Control Devices.** Each application for solar appliances must be considered on its own merit based on house and lot locations. Panels mounted to the rear side of roofs may be flushed or elevated. If elevated, they are not to extend above the roof peak so as to be visible from the yards of facing houses. Sun control devices, such as window and door awnings, will be considered on a case by case basis.

### **MINOR EXTERIOR CHANGES WHICH DO NOT REQUIRE ARB APPROVAL**

An ARB application or review is not required for the following minor alterations, so long as they meet these guidelines. If a homeowner wishes to make an improvement or modification which exceeds these guidelines, than an application must be submitted to the ARB.

**Landscaping and Gardens.** Landscaping is considered to be of individual minor alterations and does not require ARB review. However, in keeping with the aesthetic nature of Ascot Woods, it is encouraged that three quarters (3/4) of front yards be maintained in grass. Trees and shrubs must not obstruct sight lines required for vehicular traffic. The following state rules apply:

- No tree or bush with a mature height of greater than 18 inches may be planted within eight (8) feet of the curb.

- No landscaping may be within eight (8) feet of a curb apron. A curb apron is a low spot next to the curb, normally found on corners. Driveway entrances are not curb aprons.

**Vegetable Gardens.** Vegetable and herb gardens shall be in the fenced side yard or rear yard and shall not exceed one quarter (1/4) of the area in size. Water flow should not damage neighboring property. All garden areas must be neatly maintained throughout the growing season. This includes the removal of all unused stakes, trellises, and dead growth.

**Rock Gardens.** The use of pebbles and stones in landscaping beds is acceptable. All rocks shall be left their natural color.

**Retaining Walls.** ARB action is not required for retaining walls under twenty-four (24) inches in height and less than eight (8) feet in length. Construction is limited to the use of railroad ties, landscaping timbers, stones, brick or reinforced concrete with brick veneer. Walls may not divert the flow of water onto a neighboring lot.

**Compost Piles.** Compost piles must not exceed four (4) feet in height and dimension and must be located at least five (5) feet from a lot line and in the rear of the house. Active compost piles must be constructed so as to prevent odors from escaping. Failure to maintain a satisfactory compost pile and/or the point at which the compost pile becomes a public nuisance shall indicate abandonment and a violation of these guidelines.

**Mailboxes and Newspaper Tubes.** Mailboxes must be mounted on simple wooden posts and in accordance with postal regulations. Ascot Woods encourages the use of an integrated mailbox/newspaper tube design where the newspaper tube is mounted directly below the mailbox and appears as part of the wooden post. Where newspaper tubes are not a part of the mailbox they should be attached to the side of the mailbox in lieu of a separate metal post. Posts should be stained in wood colors or allowed to weather naturally. Mailbox posts must be maintained in a vertical position. Address signs and house numbers are permissible when placed directly on the mailbox or support post or light post.

**House Numbers.** House numbers on dwellings are mandatory. House numbers should be legible, easily visible, and of size that is appropriate for the home. House numbers may, in addition, be painted on the curb, placed on the mailbox or on light post.

**Storm/Security Doors.** Storm/security doors should be simple in design. Security doors must have reinforced glass not bars. Storm or screen doors should be painted to be the same color as either the entry doors behind them or that of the architectural trim, siding and/or existing storm windows. Wooden screen doors are not permitted on front doors.

**Exterior Lighting.** Light fixtures that replace original fixtures should be consistent in style and scale with the applicant's house. No exterior lighting shall be directed outside the applicant's property.

**Flagpoles.** Permanent flagpoles must be a height, color and location that is appropriate for the size of the property and background. Permanent free standing flagpoles must be installed and maintained in a vertical position. Homeowners may also install temporary flagpole staffs.

**Permanent Grills.** Permanent grills should be placed in the rear of the house and should not be located within ten (10) feet of the side and rear property lines. Per county restrictions, electrical connections, electrical lines or plumbing of any type shall not be made a part of the permanent grill structure.

**Exterior and Window Air Conditioning Units.** Exterior units for central air systems may be added or relocated. They must be placed to have minimum impact on abutting neighbors.

Window air conditioning units will be considered on a case by case basis. It is anticipated that no window units will be permitted in plain view.

**Attic Ventilators, Chimneys and Metal Flues.** Attic ventilators, turbines and ridge caps are permitted but must blend with the color tone of the roof. Roof location shall be on the least visible side of the ridge line. Chimneys must be masonry or enclosed in the same material as the exterior of the building.

**Gutters and Downspouts.** Gutters and downspouts must match those existing in color and design and must not adversely affect drainage on adjacent properties. Extensions in lengths of over two (2) feet used to direct downspout flow must be concealed.

**Sidewalks and Pathways.** Stone or brick pathways or sidewalks should be set back at least four (4) feet from the property line and installed flush to the ground.

## **ADDITIONAL GUIDELINES, RESTRICTIONS AND PROHIBITIONS**

The follow guidelines, restrictions and prohibitions are listed here to clarify guidance from the covenants and for homeowner convenience. Most are derived from the Ascot Woods Covenants or Prince William County Codes. Theses apply to all Ascot Woods properties.

**Clothes Lines.** Exterior clothes lines or other exterior clothes drying apparatus are prohibited.

**Antennas.** Exterior antennas of any type are prohibited. Satellite dishes (18” or smaller) will be considered on a case by case basis.

**Trash Storage Containers.** Trash containers, including trash bags, shall not be placed at the curbside for pickup prior to the previous evening, and must be returned to storage on the day of pickup. Trash containers, trash bags and recycling containers may not be stored in front yards, on front porches, in driveways, or in the public view. Trash in other than covered containers may not be stored outdoors.

**Firewood.** Firewood shall be kept stacked and located to the rear of the residence, within the owner’s property line, and in such a manner as to minimize visual impact. Firewood stacks may not abut a perimeter fence so as to cause the fence to lean or decay. Firewood may not be stacked or stored on common areas or unimproved lots.

**Real Estate Sales/Rental Signs.** Real estate signs must meet County regulations with respect to size, content and removal. No signs are permitted in any common area.

**Advertising Signs.** Business advertising signs are prohibited.

### **Vehicles.**

- Recreational vehicle parking is restricted entirely to garages, except on a temporary and non-recurring basis. Truck mounted campers are not considered a recreational vehicle if: it is the owner’s primary means of transportation; it is used daily, it is parked in the owner’s garage or driveway when not is use; and if the camper is removed, it must be stored in an area screened from all surrounding property.
- Commercial vehicles are permitted if: it is the owner’s primary means of transportation; it has no more than two (2) axles and does not exceed a gross vehicle weight of 10,000 pounds; and the vehicle must be parked in the owner’s driveway.

No portion of Ascot Woods may be used for major repair of motor vehicles (minor maintenance and tune-up type work is permissible). Vehicle maintenance other than minor may be done within the garage area.

**Boats.** All boats and trailers must be stored in garages, except on a temporary and non-recurring basis.

**Trash Burning.** Trash, leaves, or other yard materials may not be burned in Ascot Woods.

### **Removal of Trees.**

- Removal of trees – see Covenants, page 30 (t), Vegetation
- Removal of dead trees does not require ARB approval.
- Removal of any vegetation in Prince William County designated “buffer areas” may require additional approvals. Currently this applies to lots 26 through 50. Consult the ARB for further details.

TO: Ascot Woods Architectural Review Board

SUBJECT: Application for Property Improvement

\_\_\_\_\_  
(DATE)

FROM: \_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(WORK PHONE)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(HOME PHONE)

Woodbridge, Virginia 22193

Request approval for the following property improvement(s):

Deck                       Fence                       Shed

( ) Existing Foot  
Description of Request

**Attach plat or sketch of proposed improvement and copies of appropriate county documents (if required). Include description of colors, materials, etc. Consult the Architectural Standards and Guidelines for further information.**

Estimated Starting Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

**NOTE:** If this improvement is constructed on easement area, special rules may apply. Consult the ARB for further details. If this application is approved, I understand that it is only for what is requested hereon, based on the facts presented. Approval of this application constitutes approval with existing Ascot Woods Architectural Standards only. Approval does not indicate approval by Prince William County or Commonwealth of Virginia authorities. The ARB is not responsible for defects in work. The applicant is responsible for all building permits, engineering, and other professional or technical advice. The applicant is responsible for any damage top adjoining properties or persons that may result from the approval herein requested.

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**ACKNOWLEDGEMENT: Signatures are requested of abutting/adjacent neighbors. This indicates awareness of the request only and does not constitute approval or disapproval.**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

Date Received by ARB \_\_\_\_\_ Application Number : \_\_\_\_\_

Date Action Taken \_\_\_\_\_

Approved                       Contingent Approval

Disapproved                       Tabled

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicants's acknowledgement of board actions

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)