

Changes to Exterior Appearance

Obtain approval *in advance* for any change to the exterior appearance of your property.

Our Architectural Standards maintain the appeal of our neighborhood, enhancing our enjoyment as residents, and increasing the property values of our homes.

Obtain approval *before starting work* on any change to the exterior appearance of your property, including the following examples:

- Roofing, siding, windows, doors
- Mailbox, fence, deck, patio, shed
- Trees, landscape features
- Painting a different color

Prepare an application describing your proposed change. Include photographs, sketches, drawings, and specific details. Attach additional pages as necessary.

The form is included in the Spring Grove Farm homeowner package you received when you bought your home. Forms are also available on the HOA website Documents page: <http://www.springgrovefarm.org/forms.php> along with the Architectural Standards.

Submit your application to the Architectural Committee by one of the following:

- Email the Committee acc.sgfoa@gmail.com
- Mail to Spring Grove Farm ACC, P.O. Box 522, Sterling, VA 20167-0522

Use a traceable delivery method that allows you to confirm the receipt of your package at the intended destination. The traceable delivery method you use must be able to deliver to a P.O. Box address.

If you make changes without obtaining prior approval from the HOA Board of Directors, you may be required to reverse the changes at your expense to restore the property to its previous condition.

Don't run the risk of an expensive mistake. Obtain prior approval to ensure your planned change conforms to the Architectural Standards established to maintain the visual appeal of our neighborhood.

Please contact the Architectural Committee acc.sgfoa@gmail.com or the Board of Directors springgrovefarm@gmail.com if you have questions.

Exterior Improvement Application

Applicant Name				Date	
Applicant Address				Lot Number	
Phone #	H		W		C
Email				Preferred Contact	

Description of Request – Attach Additional Information as Needed	
Estimated Date of Completion	

Acknowledgment of two Property Owners who are most affected because they are adjacent and/or have a view of the proposed change. Owner signature does not indicate approval or disapproval but merely indicates awareness of the applicant's intent. If you have any CONCERNS with this application, please contact the Architectural Committee or HOA Board.

Name		Date	
Address		Lot Number	
Name		Date	
Address		Lot Number	

I have read and acknowledge all of the attached rules, regulations, and instructions that govern the procedures necessary for undertaking any addition and/or alteration to my property.

Owner(s) Signature		Date	
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	Received			
	Approved			
	Disapproved			
	HOA Officer Signature	Title	Date	
Notes				

Instructions

The current Architectural Standards are posted on the Spring Grove Farm HOA website, <http://www.springgrovefarm.org>. You may request additional copies by writing to P.O. Box 522, Sterling, VA 20167. Refer to the Architectural Standards for detailed instructions and design suggestions. Refer to the section of the Architectural Standards dealing with the type of project you are proposing. In addition to this application, you may need to submit the following:

- (1) Full details of purpose and/or reason for improvement.
- (2) Legal Site (Plat) plan with location of improvement drawn to scale. Note distance from property lines. Show relationship of improvement to neighboring homes and/or open areas. For fence applications, applicant must show the location of all homes adjoining the fence.
- (3) Drawings and/or illustrations showing design of proposed improvement.
- (4) Scale drawing or architectural plan showing exact dimensions of improvement.
- (5) Type of wood or other materials to be used.
- (6) Color, i.e., natural, stain, or paint (if paint, include color samples if applicable).
- (7) Grading plan, if changes in grade or other conditions affecting drainage are anticipated, i.e., concrete patios, brick patios. (Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.)
- (8) Landscaping plan (optional).
- (9) Written agreement and signature of affected lot owner if improvement falls on property line.
- (10) If mailing please submit two copies of the completed form to the Architectural Committee Spring Grove Farm, Architectural Control Committee, P.O. Box 522, Sterling, VA 20167-0522.
- (11) If email The Exterior Improvement Application may also be submitted to the Architectural Committee at acc.sgfhoa@gmail.com or to the Board of Directors at springgrovefarm@gmail.com.
- (12) Retain a copy of the completed form for your records.

Notes:

- (1) I understand that construction of certain major projects requires that I obtain a permit from Loudoun County. Applications to, and approval of, a project by the Architectural Control Committee (ACC) does not affect or alter that requirement.
- (2) I understand that an aggrieved party has ten (10) days from the date of the ACC's decision on an application to file an appeal with the Board of Directors. Construction by the applicant during this appeal period is at the applicant's own risk.
- (3) I understand that any construction activity undertaken prior to ACC approval is not allowed and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
- (4) I understand that members of the ACC are permitted to enter my property to make reasonable inspection of proposed construction locations.
- (5) The alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within six months of the approval date of this application and/or has not been substantially completed within twelve (12) months.
- (6) I understand that any approval is contingent upon construction or alteration being completed in a workman-like manner.
- (7) I understand that if I disagree with the ruling, an appeal may be made in writing to the Board of Directors.