



APPLICATION FOR EXTERNAL CHANGES TO A RESIDENCE

To: Architectural Control Committee
Truro Homes Association
4146 Elizabeth Lane
Annandale, VA 22003

DATE _____

From: _____ Home Phone _____

Address: _____ Work/cell phone _____

Mailing address (if different) _____ e-mail _____

The Covenants require that "No building, fence, wall, antenna, swimming pool or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature kind, shape, height, materials and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within the thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed to have been fully complied with."

For further information, the current Planning Guidelines may be found on the trurohomes.org website. To be considered by the committee the application must be in writing. Requests for architectural changes must include the following information, as appropriate:

1. Brief description of the project.
2. Drawings, including plans, elevations, and details, as necessary to completely describe the location of the project on the site, and the nature, kind, color, shape, height, length, and width of the project. Applications shall include a copy of the House Location Plat approved by Fairfax County showing the existing yards for the property and a drawing indicating the approximate location of neighboring houses.
3. Specifications describing the specific nature and kind of materials to be used, and workmanship are required in sufficient detail for the Committee to make a decision. For fences, screens and similar projects, the specifications all be included in the letter of request.
4. Written evidence that abutting neighbors, or those to whom the project will be visible (e.g. across the street) are aware of the proposed project.
5. Samples or photographs of similar completed projects may be included and encouraged, if they help explain the project.
6. For major additions or modifications to existing houses complete detailed drawing and specifications are required.

Submittals to the ACC for review must be received no sooner than 15 days and no later than 5 days before the ACC meets (generally the second Tuesday of each month). Other submissions shall be considered untimely and improvidently filed, unless the Committee waives this requirement.

Description of Proposed Change (Please type or print)

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Purpose of Improvement:
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.Estimated starting Date (After approval): _____ Estimated Completion Date _____

List of Neighbors aware of project:

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Owners' Acknowledgments: I/we understand and agree:

1. ACC approval of a project does not eliminate the necessity of obtaining the required building permits or other governmental approvals.
2. Obtaining a county building or work permit does not relieve the applicant of the responsibility of obtaining approval of the Committee.
3. Approval of a project by the committee does not negate the applicant's responsibility to execute the project in a workman-like manner.
4. Storage of materials prior to, during and after construction should, if possible, be in an area not visible from the street.
5. Committee approval includes the right to inspect the completed project to assure the execution of the approved plan.
6. Project should be completed as expeditiously as possible so as not to create a nuisance or annoyance to the neighborhood. The project should be completed within 6 months unless extended by the committee.
7. No work on the proposed change shall begin until written approval of the ACC has been received. If work is done prior to approval, 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 I may be required to pay all legal expenses incurred.
8. There shall be no deviations from the plans, specifications, and location approved by the ACC without prior written consent of the ACC. Any variation from the original application must be resubmitted for approval.
9. My signature below represents that I have read the above conditions and agree with them.

Owner Signature _____ Date _____

Co-Owner Signature _____ Date _____

Required Attachments: Descriptive information (typically plans and specification, including sketches, photos, catalog illustrations, etc. showing the nature, kind, shape,