

Design & Maintenance Standards (DMS)  
Exhibit A – Exterior Modification Application

Application # \_\_\_\_\_



**Cameron Station Community Association, Inc.**  
**EXTERIOR MODIFICATION APPLICATION**

*Complete separate application forms for each exterior modification being requested*

**SECTION I: CONTACT INFORMATION**

1. Homeowner(s) Name(s): \_\_\_\_\_
2. Lot: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. Phone: (h) \_\_\_\_\_ (cell) \_\_\_\_\_ (w) \_\_\_\_\_ (other) \_\_\_\_\_
5. Email Address: (h) \_\_\_\_\_ (w) \_\_\_\_\_ (p) \_\_\_\_\_ (other) \_\_\_\_\_

- SECTION II: EXTERIOR MODIFICATION BEING REQUESTED** -  Repair,  Replace,  Other
- Building (only)**     **Grounds (only)**     **Building & Grounds** - Use as many additional sheets as needed
- a. Proposed Modification Subject: \_\_\_\_\_
  - b. Reference Page Number of Association Design Maintenance Standard : \_\_\_\_\_
  - c. Detailed Written Description of proposed modification: (include sketches, drawings, a Plat/Site Survey)

*Note: For Private Tree Replacement – homeowners are required to submit a separate application form*

**SECTION III: APPLICATION CONDITIONS**

Nothing contained herein shall be construed to represent that any modifications to land or buildings performed in accordance these plans, shall be permitted to violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

City of Alexandria ordinances require you to file plans with the *Department of Planning & Zoning* for construction and modifications requiring a building permit.

I understand and agree that no work shall commence on this requested project until I receive written approval of the ARC.

I understand that any construction or exterior modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications 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 by the Association in enforcing this should I object.

I understand that members of the Architectural Review Committee or their designated representative are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project - and that such entry does not constitute trespass.

I understand that any approval is contingent upon construction or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the ARC must be submitted for ARC review.

The ARC will render a decision within forty-five (45) days of receiving a completed application.

It is understood that I am aware of the Cameron Station Architectural Design & Maintenance Standards with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the ARC or Management Agent.

**SECTION IV: ACKNOWLEDGEMENT AND SIGNATURE**

I acknowledge with my signature below that I have read and understand the Application Conditions before submitting this application

Homeowner(s) Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Neighbor if applicable \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION V: DOCUMENTATION CHECKLIST**

Please use the checklist below as a help to ensure all required materials and enclosures have been included in and/or with your application

- Plat/Site Survey
- Written description of proposed modification including materials and dimensions
- Drawings, sketches, brochures, and/or photographs

**SECTION VI: ARCHITECTURAL REVIEW COMMITTEE (ARC) ACTION**

The ARC reviewed the application reviewed the application and took the following action”

- Approved
- Disapproved
- Request for Additional Information

Comments or Stipulations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Representative Acting on ARC’s Behalf**

- Name (print): \_\_\_\_\_
- Title: \_\_\_\_\_
- Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION VII: APPEAL PROCESS**

If you disagree with the decision cited above, **please be advised that there is** an appeals procedure provided by the Cameron Station Community Association, Inc, Board of Directors. A written request must be made within ten (10) days of receipt of the ARC’s decision.