

BARRISTER'S KEEPE HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR ARCHITECTURAL CHANGE (ACF)

To: Covenants Committee
Barrister's Keepe Homeowners Association
Attention: **Kathleen Fisher (khfisher1@verizon.net)**
3464 Barrister's Keepe Circle
Fairfax VA 22031

From: _____ Phone: Home: _____

Address: _____ Work: _____

Email: _____

Directions:

The Declaration of Covenants requires that you submit to the Covenants Committee (the "Committee") for approval all proposed exterior additions, changes, or alterations to your house and lot. In order to be considered by the Committee, your application for architectural change must include:

1. The plans and specifications (including sketch, photo, or catalog illustrations, etc.) showing the nature, kind, shape, color, height, and materials, and,
2. A copy of your lot survey marked to show the location of the proposed change.

Upon receipt of a *complete* application, the Committee will decide whether to approve or disapprove the proposed change based upon a determination as to the proposed change's harmony of external design, color, and location in relation to surrounding structures and topography, and conformity with the design concept of the subdivision.

Applications that do not contain the required information do not constitute submittals under the Declaration of Covenants and will not be considered by the Committee.

Descriptions of Proposed Change: (Please print or type). Describe the proposed change to your house or lot. Please attach a continuation sheet should additional space be required fully to describe the proposed change:

Acknowledgement by Neighbors of proposed Change:

You are requested to obtain the signatures of the four (4) property owners most immediately adjacent to your lot who will be most affected by the proposed change. Signature by your neighbors indicates an awareness of your proposed change and *does not* constitute approval or disapproval on their part.

Name: _____	Name: _____
Address: _____	Address: _____
Name: _____	Name: _____
Address: _____	Address: _____

Property owners that object to the proposed change should independently contact the Committee in writing with the specific reasons(s) for their objection.

Owner's Acknowledgement

I/we understand and agree:

1. That approval by the Committee shall in no way be construed as to pass judgment on the correctness of the location, structural design, and suitability of water flow or on the correctness of the location, structural design, suitability of water flow or drainage, location of utilities, or other qualities of the proposed change being reviewed.
2. The approval by the Committee shall in no way be construed as to pass judgment on whether the proposed change being reviewed is in compliance with the applicable building and zoning codes of the City of Fairfax.
3. That approval of any particular plans and specifications or design shall not be construed as a waiver of the right of the Committee to disapprove such plans and specifications, or any elements or features thereof, in the event such plans and specifications are subsequently submitted for use in any other instance.
4. That no work on this proposed change shall commence until written approval of the Committee has been received by me/us.
5. That there shall be no deviations from the plans specifications and location approved by the Committee without the prior written consent of the Committee.
6. That I/we authorize members of the Committee to enter upon my Property to make a routine inspection(s).
7. That construction or alterations in accordance with the approved plans and specifications must commence and be substantially completed within the time periods provided for in the Declaration of Covenants; otherwise, the approval by the Committee shall be conclusively deemed to have lapsed and been withdrawn.
- 8. That it is my responsibility and obligation to obtain all required building permits, to contact *Miss Utility*, and to contract the improvements in a workmanlike manner in conformance with all applicable building and zoning codes.**

Owner/Applicant Signature: _____ Date: _____

Co-Owner/Applicant Signature: _____ Date: _____

Required Attachments: 1. The plans and specifications, including sketch, photo, catalog illustrations, etc. 2. Copy of survey marked showing location of proposed change.

FOR COMMITTEE USE ONLY

Date Received _____

File Number: _____

THE PROPOSED CHANGE IS (check one):

Approved: _____

Comments: _____

Disapproved: _____

Not considered (incomplete application): _____

THE PROPOSED CHANGE IS SUBJECT TO THE FOLLOWING (if not, mark N/A):

Comments/Conditions: _____

The Committee:

By: _____ Date: _____

Authorized Signature