

LENOX PLACE @ SUNNYSIDE HOMEOWNERS ASSOCIATION, INC.

-ARCHITECTURAL VARIANCE REQUEST FORM -

A. INSTRUCTIONS:

Please fill-out all pertinent sections and email completed form and relevant scanned/electronic brochures or web links to jhouston@capitolcorp.com. All physical samples should be sent to Capitol Property Management using the contact information below. Both pages of the form must be submitted for consideration and approval.

To expedite the process and ensure architectural compliance please review the ARC Replacement Specification Guide and Lenox Place Zone Map prior to completing and submitting a variance request. All relevant community documents can be found at www.lenoxplace.org in the documents and policies section.

B. PROPERTY/CONTACT INFORMATION:

Record Owner/Full Name:		Date (mm/dd/yy):	
Property Address:		Phone:	
Email Address:		LPAS Zone # (1-5):	
Mailing Address (if different):			

C. VARIANCE REQUEST TYPE:

1. **Replacement Windows/Sliding Glass Doors:** Sample of color is required.

Manufacturer and Style:		Material:	
Other Specifics:		Color:	

2. **Siding Replacement:** Sample portion of siding is required.

Manufacturer and Style:		Material:	
Board size:		Color:	
Sides Replaced:	All <input type="checkbox"/> Front only <input type="checkbox"/> Back only <input type="checkbox"/>		
Other Specifics:			

3. **Roof Shingle Replacement:** Sample portion of shingle is required.

Manufacturer and Style:		Material:	
Shingle Size:		Color:	
Other Specifics:			

4. **Other Variance Requests:** Sketches/Brochures are required. (*Examples: Garage door, Front door, gutters, decks, sheds, landscaping, and other exterior changes/structures*) Please use a separate sheet if necessary.

Variance Request:			
Manufacturer and Style:		Material:	
Dimensions:		Color:	
Other Specifics:			

FURTHER REQUIREMENTS

All exterior changes/replacements must be applied for. The Association is not responsible for omissions or errors by the applicant. The applicant shall describe the variance in full. The Architectural Review Committee will not review the applicant's contract or contractor estimate to determine the variance requested. Nothing herein contained shall be construed as a waiver or modification of any restrictions. **Any changes/replacements completed without/outside of approval may be subject to removal at the owner's expense.**

All proposed improvements must meet local building and zoning codes. Application for local building permits is the applicant's responsibility. Alterations to the land or building must be made in accordance with the Homeowner Association documents.

The Association assumes no responsibility for any damage to person or property resulting from or related to any change to a unit. Per the Association documents, this application will be processed within 60 days of the day it is received by the management company.

The undersigned understands and agrees that no work on this request shall commence until written approval of the Committee has been received. The undersigned has read and understands the applicable provisions of the Virginia Property Owner's Act, the Association documents, and the provisions of this application in regard to property changes.

D. SIGNATURE(S)

Signature(s) of record owner(s)	Date

Typing your name above in the signature blocks constitutes a valid signature when submitted electronically

For ARC Committee/Capitol Property Management Use Only

Variance Requested:		Submission Date:	
Decision:	Approval <input type="checkbox"/>	Approval with Conditions <input type="checkbox"/>	Denied <input type="checkbox"/>
ARC Approval Code:		ARC Decision Date:	
Stipulations/Conditions:			
Property Manager:		Formal Notification Date:	