

STAFFORD MEADOWS CONDOMINIUM
Addition, Alterations or Improvements Application

Send to: Stafford Meadows Condominium
C/O Landmarc Real Estate
P.O. Box 7268
Fredericksburg, VA 22404

This Application Must Be Complete In Order To Be Reviewed For Approval

INSTRUCTIONS – PLEASE READ

1. **Please carefully review your Association Documents.** Declarations, Architectural Guidelines, etc. prior to completion of this form to see if the proposed addition, alteration or improvement is within the guidelines. Additions, alterations or improvements must follow those guidelines.
2. **Describe in full detail** your change or modification and attach exhibits (colors, sketches, pictures, drawings, clippings and catalog illustrations are acceptable.)
3. **Specify start date and completion dates.** _____ to _____.
4. **Obtain the signatures of two (2) - four (4) unit owners** who are most visually affected by your request.
5. **Show the location of the any changes** to your unit with a copy of your **unit plan** (given to you at the time of settlement).

Incomplete applications will be reviewed and returned.

Name of Applicant: _____ Section: _____

Address of Proposed Change: _____

Home Phone: _____ Work Phone: _____ Unit #: _____

Description of Addition, Alteration or Improvement: _____

Color: _____

Material: _____

Signatures: Your signature only indicates an awareness of the Applicant’s intent and does not constitute nor indicate approval or disapproval. Please contact the Board of Directors if you have any concerns with this project.

1) Name: _____

2) Name: _____

Address: _____

Address: _____

Unit #: _____

Unit #: _____

3) Name: _____

4) Name: _____

Address: _____

Address: _____

Unit #: _____

Unit #: _____

NOTES:

1. Nothing herein contained shall violate any of the provisions or building and zoning codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand that the building ordinance of the County Building Department requires that I file plans with the building inspector for construction requiring a building permit.
3. I understand that any construction or exterior alteration undertaken by me, or on my behalf, before approval of this application is not allowed. 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 Board of Directors 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 a trespass.
5. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
6. I understand that the application review process usually takes no longer than 15 working days if a “conforming” application is submitted and that a Board decision is required on all complete applications within 45 working days of the receipt of said application by the Committee.
7. It is understood that I am aware of the governing documents in regard to the review process established by the Board of Directors.
8. I understand that the alteration authority granted by the Board will be automatically revoked if the change and/or modification requested has not commenced within 180 days of the approval date and/or completed by the date established by the Committee.

Applicant’s Signature: _____ Date: _____

**MUST BE RECEIVED ONE MONTH PRIOR TO WORK START DATE
WE WILL CALL AND SEND A WRITTEN APPROVAL OR REQUEST ADDITIONAL
INFORMATION**



Board of Directors Recommendation: _____

Remarks: _____

Board Action/Remarks: _____

President Signature: _____ Date: _____

Project Completion Date: _____