

Association
ARCHITECTURAL CHANGE REQUEST

NAME _____ ADDRESS _____
PHONE (H) _____ (W) _____
DATE _____ LOT # _____

*PLEASE REVIEW THE YOUR ARCHITECTURAL CONTROL COMMITTEE REGULATIONS BEFORE
SUBMITTING YOUR REQUEST. VARIATIONS ARE GRANTED ONLY ON AN EXCEPTION BASIS.*

YOUR REQUEST _____

(_____) PLAT INCLUDED (_____) MAJOR MATERIALS SHOWN
(_____) TOP VIEW DIAGRAM INCLUDED (_____) SIDE VIEW DIAGRAM INCLUDED

(FOR INFORMATION ON BUILDING PERMITS CALL FAIRFAX COUNTY AT 703-222-0801)
(You may also REFER TO THEIR WEBSITE AT <http://www.fairfaxcounty.gov>)

ACC Change Request forms may be mailed to your HoA, c/o AAA Property Management, P.O. Box 2083,
Centreville, VA 20122 or Faxed to (703) 991-7675

-----**PLEASE DO NOT WRITE BELOW THIS LINE**-----

(_____) **REQUEST APPROVED BY your HoA ACC INITIALS** _____ DATE _____

INTERIM APPROVAL FOR THE ABOVE CHANGE(S) IS GRANTED BY THE ARCHITECTURAL CONTROL COMMITTEE, FINAL APPROVAL IS SUBJECT TO RECEIPT OF A LETTER INDICATING COMPLETION OF THE PROJECT FROM THE HOMEOWNER AND INSPECTION BY THE ACC COMMITTEE TO ENSURE THE PROJECT WAS COMPLETED IN ACCORDANCE WITH THIS REQUEST, YOUR ASSOCIATION'S DECLARATION, BY-LAWS, AND ACC REGULATIONS. YOUR LETTER, INDICATING COMPLETION OF THE PROJECT SHOULD BE MAILED TO THE ACC, AT THE ADDRESS SHOWN ABOVE, IMMEDIATELY UPON COMPLETION. ACC VIOLATIONS OR UNAPPROVED CHANGES ARE SUBJECT TO LIENS AND/OR OTHER CORRECTIVE ACTIONS AS DESCRIBED IN YOUR ASSOCIATION'S GOVERNING DOCUMENTS.

FINAL APPROVAL NOTED BY _____ DATE _____

(_____) **YOUR REQUEST HAS BEEN DENIED FOR THE FOLLOWING REASON(S):**

(_____) INCOMPLETE REQUEST, PLEASE RESUBMIT WITH THE FOLLOWING INFORMATION:

(_____) VIOLATION OF BY-LAW OR REGULATION (REFERENCE): _____

(_____) VIOLATION OF APPROVED ACC RULE: _____

(_____) OTHER _____