

**\*Submit application in duplicate 5.01. via mail or hand deliver.**

**McCauley Park ARC  
Exterior Alteration Form**

Date Received: \_\_\_ / \_\_\_ / \_\_\_

Approved: YES or NO

By:

Committee Chair

Date of Approval: \_\_\_ / \_\_\_ / \_\_\_

\_\_\_\_\_  
*Owner Name (Please Print)*

\_\_\_\_\_  
*Owner Street #/Name*

\_\_\_\_\_  
*City/State/Zip*

\_\_\_\_\_  
*Home Phone*

\_\_\_\_\_  
*Work Phone*

\_\_\_\_\_  
*Legal Description of Property on Which Changes are Proposed*

*\*Complete the following if work is to be done by a third party:*

\_\_\_\_\_  
*Business Name*

\_\_\_\_\_  
*Contact Name*

\_\_\_\_\_  
*Work Phone*

\_\_\_\_\_  
*Pager #*

*Please provide a description of alteration, including but not limited to fencing, storage sheds, dog enclosures, etc. Describe in detail, the changes you propose including material used, color and size. **Attach a copy of your lot plat showing where alterations will be made** (i.e. location of sheds, fences, dog enclosures, Satellite dish, etc.) When completed, send application, plat map, and any related requirements to:*

**McCauley Park ARC**

**Attention: AR Committee**

**9235 Shady Grove Road, Suite 200**

**Mechanicsville, VA 23116**

*Description of Alteration: (Please use back of page if more room is needed)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OWNER'S AGREEMENT**

I have completed this application in good faith and it accurately represents the alteration I propose to make. I understand that approval of this application does not authorize me to violate any provisions of the Architectural Standards, Declaration of the building and County zoning codes.

I understand and agree that any construction or alteration undertaken prior to receipt of the Architectural Review Committee's approval is at my own risk, and that I may be required to return the property to its former condition at my own expense should the application be disapproved wholly or in part and I may be subject to fines.

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

I understand that work must be completed in a workmanlike manner as soon as possible after the Committee's approval and that the improvement must be built only on my property.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**ARCHITECTURAL REVIEW COMMITTEE (ARC) REVIEW**

The ARC will process this application without undue delay, although they have up to twenty-one (21) business days for review. The procurement of additional required information may extend the processing time and in no way may be construed to be a waiver of authority by the Committee. The architectural review process is described in the governing document and the rules. If you wish to discuss this application with the Committee, contact the Committee Chair. If you disagree with the decision of the Committee, a written appeal may be made within 14 days of receipt of their decision.

**.....FOR ARCHITECTURAL REVIEW COMMITTEE USE.....**

<i>Committee Comments (Please describe in detail if an application is denied)</i>