Settler's Landing Homeowners Association Application for Architectural Change

INSTRUCTIONS TO APPLICANT

1. The Architectural Control Committee (ACC) meets on the third Saturday of each month, in conjunction with the regularly scheduled HOA Board Meeting. Applications submitted by USPS must be postmarked by the 1st of the month to ensure timely review at the ACC's monthly meeting. Applications submitted by email must be received a minimum of one week before the ACC's monthly meeting. Applications postmarked after the 1st of the month or less than one week before the monthly meeting will be taken up at the next monthly meeting.

   Applications will also receive an immediate review if a homeowner requests an urgent review due to the necessity of receiving a special timely offer to fix, install, remodel, or build on the homeowner's property, or if the homeowner suffers a loss due to a storm, fire, or accident and needs to replace or repair existing structures without further delay.

   Temporary structures or fixtures used to protect one's property immediately following a storm, fire or accident do NOT require the approval of the ACC, however, the ACC and the HOA simply ask that the homeowner provide the ACC and the HOA periodic updates as to when the property is expected to be returned to normal condition and if there are any request that the neighborhood might be able to assist with helping the homeowner.

2. Refer to the Architectural Standards and Guidelines to identify alterations/ modifications that require ACC approval. Be sure to consult the Architectural Standards and Guidelines thoroughly paying particular attention to the sections relevant to the proposed change.

3. Applications, drawings, plats, pictures, etc. should be submitted in DUPLICATE and typed or printed legibly. Upon ACC action, one copy of all materials submitted will be returned to the applicant

4. Drawings should be to scale.

5. Provide all dimensions, including height, roof slope, etc., on new construction.

6. Certified plats will be required for new construction, including additions to a present structure, new structures on the lot, fences, etc. The area of proposed construction must be indicated on the plat. Plats are NOT required for paint changes, storm windows, or other such modifications.

7. Provide a list of all major components and materials to be used in the proposed construction. This listing should identify the type and size of the materials not quantities.

a. Present colors and any proposed colors MUST be indicated. Applications for colors that are not the original color must be accompanied by actual color samples, not photos of colors.
b. The signatures and addresses of all abutting property owners are necessary. These property owners may indicate their approval or disapproval of the change in the space provided, which indicates that the ACC and other property owners have had the opportunity to review the architectural change being submitted. Notwithstanding the foregoing, if any property owner shall refuse to sign the application or is not available, the applicant may attach a statement certifying that (1) the adjacent abutting property owner was presented with the application but refused to sign or (2) despite reasonable efforts by the applicant, the abutting property owner was not available to complete the form.
c. The ACC reserves the right to notify other potentially affected property owners of the proposed change.

8. A statement of mitigating circumstances is not mandatory. If you believe that what you are requesting/proposing might be controversial, or if you think that requests like yours have been denied in the past, you may include a statement of mitigating circumstances on a separate sheet of paper. Use this statement as a vehicle to convey any special situations or conditions that might impact the ACC's consideration of your request. Such things as location, stands of mature trees that obscure viewing, terrain, whether or not your property adjoins other developments or common areas, etc., are among the items of information to be included here.

9. Applications not meeting these instructions and the procedures outlined in the Architectural Standards and Guidelines may be returned without processing. The ACC also reserves the right to request any additional information deemed necessary to process your request/proposal. This additional information may take the form of, but is not limited to, more on-site inspection of the structural/alteration site, and/or including your attendance during the open portion of the ACC meeting.

10. Return your completed applications to:

    Via Email:
    SettlersLandingVA.ACC@gmail.com

    Via USPS:
    Settler's Landing HOA – ACC
    P.O. Box 1361
    Stafford, VA 22555

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Note: An on-site inspection of the structural alteration to the site and/or your attendance during the Open Comment portion of the HOA Board & ACC meeting may be required.

Return all three pages of your completed application to:

Via Email:
SettlersLandingVA.ACC@gmail.com

Via USPS:
Settler's Landing HOA - ACC
P.O. Box 1361
Stafford, VA 22555

Applicant Information

Applicant Name: _____ (Owner – Tenant)

Property Address: _____, Stafford, VA 22554

Owner Address (if different from above)

Street Address or P.O. Box: _____

City, State & Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

First Submittal: YES – NO Resubmittal: YES – NO

Describe Proposed Changes Below (Attach additional sheets if necessary.)

Estimated Start Date: _____ Estimated Completion Date: _____

_____

_____

_____

_____

Application Information Required

1. General Design & Style – (Size, Shape, Appearance, Drawings, Photos, Product Data, etc.)

_____

_____

2. Dimensions – (Width, Height & Depth, as appropriate for the work)

_____

_____

3. Location – (Marked-up Plat Drawing)

_____

_____

4. Material – (Building Materials Required)

_____

_____

5. Color – (Unfinished, Stain Color, Paint Color, etc.)

_____

_____

6. Structural Changes – (If required)

_____

_____

7. Required Permits – (If required)

_____

_____

Abutting Property Owner Notification

The undersigned property owner acknowledges that they have been notified of the Architectural Change requested above and that it is their responsibility to communicate any objections and/or concerns to the Architectural Control Committee (ACC) as quickly as possible. This can be done via email (see address above) or by attending the next scheduled Settler's Landing Board & ACC Meeting during the Open Comment period.

#1
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#2
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#3
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#4
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#5
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

#6
Abutting Property Owner Name & Signature: _____

Abutting Property Address: _____, Stafford, VA 22554

APPENDIX A
ACCIA-5/91

Applicant Agreement & Signature Sheet

1. I, the undersigned, agree that compliance with Settler's Landing Architectural Standards & Guidelines and approval by the ACC does NOT constitute compliance with county building and zoning codes. Furthermore, I agree that ACC approval shall NOT be construed as a waiver or modification of any code requirement or restriction.
2. I, the undersigned, agree that this application is NOT valid and will NOT authorize any construction or building changes until the application is received by the ACC and the proposed changes, alteration, and/or construction is approved by the Settler's Landing Homeowners Association or as otherwise provided in the Declaration & Covenants of the Association.
3. I, the undersigned, agree that, after prior notification to me and at a reasonable time, members of the ACC shall be permitted to enter my property to inspect the proposed change, the project in process, and the completed project. Such an entry shall not constitute trespass.
4. I, the undersigned, agree that the authority granted to make the proposed changes will be automatically revoked if the changes requested have not been commenced within 180 days of the application approval date and completed by 180 days after commencement.
5. I, the undersigned, do hereby affirm that I am a Settler's Landing HOA Member in good standing (i.e. all association fees, and/or any other obligations have been paid and are current) and that all information provided in this application is true and accurate.

Property Owner's Signature: _____ Date: _____

Property Owner's Signature: _____ Date: _____

Property Owner's Printed Name/s: _____

Settler's Landing Homeowner's Association Use Only

Date Application Received: _____/_____/_____ (USPS – Email)

ACC Action: Reviewed: _____/_____/_____

Application Approved: _____/_____/_____ OR Disapproved: _____/_____/_____

Comments: _____

_____

_____