

**Marshall Heights Homeowners Association
Architectural Improvement Application & Review Form**

Do not submit this form if:

- Your house is already painted under the current paint scheme and you are simply repainting per the guidelines.
- You are adding a storm door which complies with style and color requirements.
- You are replacing your roof and using the existing color.
- You are replacing your siding and using one of the two approved siding colors.
- You are doing professional landscaping around your unit.

You must submit this form for all other architectural changes to your house.

This process requires a minimum of five days for consideration and approval. No work can begin until approval is received. Owner is responsible for cost of repainting/undoing unapproved work.

Unit Owner		Date of Request	
Unit Address		Phone Number/ Email	

Nature of improvement:

- Exterior Paint
 Other improvement

Anticipated Start Date	/	/
------------------------	---	---

For paint approval only:

I am requesting to use the core color indicated below on my home:

- Tricorn Black (SW-6258)
 Sea Serpent (SW-7615)
 Sundried Tomato (SW-7585)
 French Roast (SW-6069)

Color of neighboring home #1*	
Color of neighboring home #2*	

** If color is old and not one of the colors listed above, describe it*

For all other improvements:

Provide other information that will help explain your request (location, dimensions, material, etc.)*	
-------------------------------------------------------------------------------------------------------	--

** Attach a sketch or picture for all major improvements.*

Acknowledgement of Adjacent Property Owners

This acknowledgement is required for paint only.

This acknowledgement indicates an awareness of the intent and does not constitute nor indicate approval or disapproval. In order for your application to be considered complete, you must have the signatures of adjacent owners *or* certify that you have left a *Paint Notification Form* at the home if you were unable to obtain signatures. (Owners of end units should use their adjacent neighbor and a nearby neighbor.)

Print form after completing the above sections and obtain non-electronic signatures.

Signature	Printed Name	Unit #

Alternately:

I was unable to contact my neighbor(s) as requested, and instead left a Paint Notification Form at:

House number:	on	(date)
House number:	on	(date)

Owner Certification

1. Nothing contained herein shall be construed to represent that alterations to land or buildings in accordance with these plans, shall violate any of the restrictive covenants nor any of the provisions or building and zoning codes to which the above property is subject. Further, nothing contained herein shall be construed as a waiver or modification of any said restriction.
2. I am responsible for ensuring that all local permits and filing of plans with the building inspector at his office will be accomplished before construction begins.
3. I understand and agree that no work on this request shall commence until written approval of the Association has been received.

Owner Signatures (all owners must sign)	Date

Send completed form to:

ProCAM LLC
1422 Portner Road Suite # 5
Alexandria, Va. 22314
703-536-5200 x 105
703-536-8105 Fax

Kasanda.Chisambisha@procamva.com

For Association use only			
Date Received	Date to ARC	ARC Review Date	Approved/Disapproved
Notes/instructions/reasons for disapproval:			