

PROSPERITY HEIGHTS HOMEOWNERS ASSOCIATION EXTERIOR ALTERATION APPLICATION

Homeowner(s)/Applicant(s) Information

Name(s): _____

Street Address: _____

Contact Phone #: _____ Email Address: _____

Date of Application Submission: _____

Description of Proposed Changes

Briefly state the proposed change: _____

Estimated Work Start Date: _____ Estimated Duration of Project (in days): _____

List Materials for Project & Specify Colors (i.e. CertainTeed roof shingles in Moire Black): _____

Location of Change on the Property: _____

Please check any applicable items:

County Permit Required

Digging Required (VA 811)

Contractor Hired

Urgent Request (safety issue)

Retroactive (work already completed)

Neighbor Notification

The ACC recommends homeowners notify neighbors of alterations that impact neighboring properties. If applicable, please list the neighboring properties that were notified:

Neighbor Name: _____

Neighbor Name: _____

Neighbor Address: _____

Neighbor Address: _____

Date of Notification: _____

Date of Notification: _____

If proposed change is major - such as room addition, new deck, swimming pool, etc., include documents that are to be filed with Fairfax County for a building permit or electrical permit. *Please submit completed form to architecture@prosperityheights.org. Alternatively, you may submit your form to the ACC Chairperson.*

Diagram & Details of Project

Include property lines, plat, landscape grading, dimensions (height, width, length) as applicable. Please attach color swatches or brochures for design elements such as sheds, windows, doors, roof shingles, or siding with specific color selections. Include any additional notes or comments you may have regarding your project here.

(Attach additional sheets as needed)

PROSPERITY HEIGHTS HOMEOWNERS ASSOCIATION
EXTERIOR ALTERATION APPLICATION
APPLICANTS SHOULD READ EACH ITEM BELOW BEFORE SIGNING

1. Nothing herein contained shall be construed to represent that alterations to land or building in accordance with these plans shall not violate any of the provisions or building or zoning codes of Fairfax County, to which the property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. The Building Ordinance of the Fairfax County Building Department requires that you file plans with the Building Inspector for construction requiring a building permit.
3. I understand and agree that no work on this request shall commence until written approval is given by the Prosperity Heights Architectural Control Committee (ACC) or, in the case of appeals, by the Prosperity Heights Homeowners Association Board of Directors. I understand the ACC requires 4 weeks notification prior to work commencing.
4. I understand that any construction or exterior alteration undertaken by me or on my behalf before approval of this application is not allowed, and that 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 by the HOA.
5. I understand that members of the ACC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the site of the proposed project, the project in progress, and the completed project and that such entry does not constitute a trespass.
6. I understand that any approval is contingent upon construction or alteration being completed in a workman-like manner.
7. I am aware of and understand the Prosperity Heights Architectural standards concerning this proposed project and agree to abide by those standards.
8. Any alteration or modification of this application by anyone other than the ACC will deem this application void.
9. Any changes by the applicant or homeowner to the scope of work must be submitted to the ACC for review.

Applicant's Signature: _____ Date: _____

Please submit completed form to architecture@prosperityheights.org. Alternatively, you may submit your form to the ACC chairperson.

Appeals Process

If you disagree with the ACC's decision on this project, you may appeal it to the Prosperity Heights Homeowners Association Board of Directors. A written appeals notice must be filed within 15 days of the ACC's decision. If such notice is not filed within the 15-day period, the applicant will be deemed to have forfeited his/her right to appeal. Appeals must be submitted to board@prosperityheights.org, or to the Board president, along with the original application.