

PIEDMONT HILLS HOMEOWNERS ASSOCIATION, INC.  
Exterior Alteration Application

PO Box 41241  
Fredericksburg, VA 22404

**Instructions**

1. Please carefully review the Association Documents, Declarations, Architectural Guidelines, etc. prior to completion of this form. Application guidelines for your change are in your homeowner documents.
2. Describe in full detail your exterior change or modification and/or attach exhibits (material list, sketches, pictures, drawings, clippings and catalog illustrations are acceptable)
3. Specify start and completion dates. \_\_\_\_\_ to \_\_\_\_\_
4. Show the project location on your property with a copy of your site plan (given to you at settlement of home).

**Name of Applicant:** \_\_\_\_\_

**Address of Proposed change:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_

**Description of Change** \_\_\_\_\_

\_\_\_\_\_

**Color/Materials:** \_\_\_\_\_

\_\_\_\_\_

**\*Please be as detailed as possible. Requests for additional information will result in delays.**

**Notes**

1. Nothing herein contained shall violate any of the provisions or building and zoning codes to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
2. I understand that the building ordinance of the County Building Department requires that I file plans with the building inspector for any construction requiring a building permit.
3. I understand that any construction or exterior alteration undertaken by me, or in my behalf, before

approval of this application is not allowed. 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.

4. I understand that any approval is contingent upon construction or alterations being completed in a workmanlike manner.
5. **I understand that the application review process usually takes no longer than 15 working days if a “conforming” application is submitted and that a decision is required on all complete applications within 45 working days of the receipt of said application.**
6. It is understood that I am aware of covenants and restrictions in regard to the review process established by the Board of Directors.
7. I understand that if my application is denied I may seek a hearing before the Board of Directors in order to appeal the Committee’s decision. That hearing must be requested within ten (10) days of the date of denial and be in writing, submitted to Board of Directors C/O Piedmont Hills Homeowners Association.
8. I understand that the alteration authority granted will be automatically revoked if the change and/or modification requested has not commenced within 180 days of the approval date and/or completed by the date established.
9. **Incomplete or partial applications will not be forwarded to the committee until all requested information has been provided.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write below this line

\*\*\*\*\*

Committee Recommendation: \_\_\_\_\_

\_\_\_\_\_

Remarks: \_\_\_\_\_

Chairman Signature \_\_\_\_\_ Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_