

ARCHITECTURAL APPLICATION INSTRUCTIONS

WHAT TO INCLUDE IN AN APPLICATION FOR EXTERIOR MODIFICATIONS:

1. **A House Location Survey (Certified Plat).** A copy of your plat ***MUST*** be included for new construction and additions to be a present structure on the lot. Please submit plat for decks, fences, patios, play houses, sheds, landscaping, etc. The location of the proposed structure ***MUST*** be drawn/ outlined on the plat. Plats are not required for paint changes, storm doors/windows or other such modifications.
2. **Dimensions.** Provide all dimensions, including height, roof slope, etc. on new construction.
3. **Detailed Drawings.** A full set of architectural drawings must be included for some changes such as decks, fences, patios, etc. Landscaping plans including size and type of plants as well as number to be planted ***MUST*** be included.
4. **Description of Materials.** Provide a list of ***ALL*** materials to be used in the proposed construction.
5. **Description of Colors.** Applications for colors, which are not the original color of the house and/or trim ***MUST*** be accompanied by actual color samples/photos.
6. **Photographs.** Photographs of existing conditions are helpful to the Architectural Committee. Please be sure to include a brochure or a picture for new window modifications, & etc.
7. **Samples.** Provide a small sample of siding and/or shingle when changing the siding or the roof from its original color.
8. **Drainage.** Changes in grade or other conditions that will affect drainage ***MUST*** be indicated. Applications may be disapproved if adjoining properties are adversely affected by drainage changes.
9. **Signatures of Property Owners.** Obtain signatures of all property owners who will be most affected by the change. A minimum of ***TWO*** signatures ***IS*** required with the application. **Neighbors signatures are to acknowledge that the work is going to be commenced at the time referenced on your application, not to approve or disapprove of the modification.**
10. **Railing Detail.** Please be sure to reference the style of railings you propose to install on your deck.

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- a. For **decks and fences** include numbers 1 – 6 and 8 – 10.
 - b. For **landscaping** include numbers 1 – 3, 6 and 8 - 9.
 - c. For **sheds and doghouses** include numbers 1 - 4, 6 and 8 -9.
 - d. For **storm, screen, & front doors** include numbers 2, 5 – 6 and 9.
 - e. For **lattices** include numbers 2 – 4, 6 and 9.
 - f. For **recreation and play equipment** include numbers 1 – 6 and 9.
 - g. For **patios** include numbers 1- 4, 6 and 9.
 - h. For **siding** include numbers 5, 7 and 9.
 - i. For **shingles (on roof)** include numbers 5, 7 and 9.
 - j. For **windows** include numbers 5, 6 and 9.
 - k. For **satellite dishes** include numbers 1, 5, 6, and 9.
 - l. For **pools** include numbers 1-4, 6, and 8 & 9.
 - m. For **driveways** include numbers 1-4, 6 and 8 & 9.
 - n. For **attic vents/fans and/or skylights** include numbers 2, 3, 5, 6 & 9.
 - o. For **home additions and/or detached garages** include numbers 2-6, 8 & 9.
 - p. For **color changes** include numbers 5 & 9.

**** PLEASE BE SURE TO SUBMIT ALL ITEMS LISTED NECESSARY FOR THE APPROVAL OF YOUR EXTERIOR MODIFICATION, OR YOUR APPLICATION WILL BE RETURNED AS INCOMPLETE! ****

**CASCADES PARK HOMEOWNERS ASSOCIATION
APPLICATION FOR EXTERIOR MODIFICATION**

APPLICANT'S NAME: _____ DATE: _____

ADDRESS OF PROPOSED CHANGE: _____

ALTERNATE MAILING ADDRESS (IF APPLICABLE): _____

HOME PHONE: _____

WORK PHONE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

FIRST SUBMITTAL: YES _____ NO _____

RESUBMITTAL: YES _____ NO _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Procedures and Guidelines for specific submittal requirements for each proposed change:
2. Submit application form, drawings, and other required documents in duplicate to:

Cascades Park Homeowners Association
C/o SFMC, Inc.
9464 Innovation Drive
Manassas, Virginia 20110
OR
Email to ARCAapplications@sfmtcinc.com

3. All alterations except paint changes and storm door/windows require a house location survey indicating the location of the proposed changes.

Describe Proposed Changes (attach additional sheets if needed):

Obtain signatures of property owners who will be most affected by the change: (Minimum of two)

NAME	LOT NO.	I acknowledge that I have reviewed this application
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Estimated Start Date: _____ Estimated Completion Date: _____

(Allow 45 Days for CC approval prior to start date)

1. I agree that compliance with Cascades Park Covenants Committee Design Guidelines and approval by the CC does not constitute compliance with local county building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction.
2. I agree that no changes will be started until written approval of the CC has been received by me, and that if changes are made, I will be required to return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
3. I agree that members of the CC shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspection the proposed change, the project in progress, and the completed project. Such entry shall not constitute a trespass.
4. I agree that the authority granted to make the proposed changes will be revoked automatically if the changes requested have not commenced within 180 days of the approval date and completed by 180 days thereafter.

HOMEOWNER'S SIGNATURE: _____ DATE: _____