

**FIRST BALLSTON HOMEOWNERS ASSOCIATION**  
*Architectural Review Committee*  
*Approval Form*

<b>Owner Name:</b>	<b>Tel (W):</b>
<b>Address:</b>	<b>Tel (H):</b>
<b>Section &amp; Lot Number:</b>	<b>Email:</b>

***STEP 1: Description***

Provide a detailed description and purpose of the proposed alteration below. Include type and color of materials to be used, and a copy of the recorded plat showing the location of the improvements (s). For decks, gazebos, porches, or other additions or structural alterations, provide plan(s) and elevation views of the improvements(s) showing relationship to the existing house and structures. For fences, provide detailed design information showing the style, height, materials and finish.

*Attach photographs, sketches, brochures, building plans or other information to show the actual design or style intended*

***STEP 2: Planned Date of Installation:***

**STEP 3: Acknowledgment of Adjacent Property Owners**

**Note:** The signatures contained below indicate an awareness of intent but do not constitute or indicate approval or disapproval of the change. Concerned neighbors may contact Capitol Property Management to express their views.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**STEP 4: Owner's Acknowledgment**

**I understand that:**

1. The building ordinances of the City of Arlington and Arlington County may require the filing of plans with the County. Homeowners are solely responsible for complying with all County, State, and Federal ordinances and laws relating to the construction, installation, or modification of the change requested. Approval by the ARC does not constitute a waiver of any of these requirements.
2. This application shall be reviewed at the Boards monthly meeting. If a more expeditious review is required, the owner shall so indicate and include justification.
3. A copy of this application shall be returned upon completion of the review indicating approval or disapproval.
4. Construction and installation must be completed within 120 days of the date of approval by the Board.
5. In cases where there is disagreement with the Board determination, a written appeal may be submitted to the Board within ten days of receipt of the Board's decision.
6. I understand that no work on this request shall commence until written approval by the ARC has been received.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 5: Submit Application Form**

**Return this form by mail or fax to:**

Capitol Property Management  
3914 Centreville Rd. Suite 300  
Chantilly, VA 20151  
Tel: 703.707.6404 Fax: 703.707.6401

***STEP 6: First Ballston ARC Review***

- Approval as requested
- Approval subject to the following conditions/modifications (See comments)
- Disapproved for the following reasons (See comments)

**Comments:**

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\_\_\_\_\_  
**Chairman, Architectural Review Committee**

\_\_\_\_\_  
**Date**

***Office Use Only:***

**Date Received by Management:** \_\_\_\_\_

**Date Received by ARC:** \_\_\_\_\_

**Date Received from ARC:** \_\_\_\_\_

**Date Approval/Disapproval Letter Sent to Homeowner:** \_\_\_\_\_