

Cardinal Glen Of Sterling HOA

ARCHITECTURAL REVIEW APPLICATION

NAME _____ DATE _____
PROPERTY ADDRESS _____
TELEPHONE (DAY) _____ (EVENING) _____
EMAIL _____ Preferred Method of Contact: PHONE/EMAIL

1. Describe the proposed alteration or project for which approval is requested. Attach a drawing that includes a description of material and colors as necessary to indicate the character and final appearance of the alteration or project.
2. Provide a sketch of the lot indicating the house, street front, and the site of the alteration or project as appropriate.
3. Estimate the start date and completion date for all exterior construction.
4. For all projects other than color changes, please discuss the project with at least two immediate neighbors and obtain a signature approval
5. Submit the request to the HOA Board using one of the following options:

A. Mail to:

CGHOA Architectural Review Committee
PO Box 972
Sterling VA 20167

If sending via postal mail, it is recommended that you retain a copy of the form and obtain proof of delivery from the post office.

B. Email to arc@cardinalglen.org

Property Owner's Signature _____

Neighbor #1 _____	Neighbor #2 _____
Address _____	Address _____
Phone _____	Phone _____

PLEASE NOTE

1. Virginia law requires 48 hours notice to "Miss Utility" at 1-800-552-7001 before digging anywhere. Location of underground utilities will be marked. This is a free service.
2. Contact Loudoun County Office of Building and Development at 703-777-0220 to obtain information on electrical, plumbing, or building permits. These permits are required by law.
3. Work done prior to receiving approval by the Board is at risk of restoration to the original state at the owner's expense.
4. The Homeowner's bylaws allow 60 days after receipt of this application for approval or rejection by the Board of Directors. After this period, approval is automatic. Proof of submission of an Architectural Review Application will be required in the case of a violation/exception.