

**Potomac Station Community Association, Inc.
Exterior Modification Application**

APPLICANT INFORMATION:

Applicant's Name: _____
Address of Proposed Change: _____ Lot #: _____
Home Phone: _____ Work or Other Phone: _____ Email: _____
Has an application for this modification been submitted previously? _____ If yes, date of prior application: _____

INSTRUCTIONS TO APPLICANT:

1. Consult the Design Guidelines for specific submittal requirements for the proposed change.
 2. Submit one copy of a completed application form, drawings, and all other required documents to:
Potomac Station Community Association, Inc.
102 Valemount Terrace
OR by Email to: **sara.eckenrode@pmpbiz.com**
 3. The following alterations require a house location survey (Plat) to be included indicating the location of the proposed change:
Deck, Fence, Landscaping, Patio, Pool, Recreation/Play Equipment, Satellite Dish, Screened Porch, Shed, and all Other Major Alterations.
 4. Allow sixty (60) days for Covenants Committee review and notification of decision **prior** to commencing work on improvement.
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EXTERIOR MODIFICATION INFORMATION:

TYPE OF PROPOSED CHANGE: (Please submit a separate application for each type of change.)

- DECK FENCE LANDSCAPING PATIO RECREATION / PLAY EQUIPMENT EXTERIOR DOOR
 SCREENED PORCH SHED EXTERIOR COLOR CHANGE EXTERIOR LIGHTING
 OTHER _____

BRIEF DESCRIPTION OF PROPOSED CHANGE:

(Please consult attached chart for a listing of required submissions based on proposed change type.)

ESTIMATED START AND COMPLETION DATES:

(Allow sixty (60) days for Covenants Committee review and notification of decision prior to commencing work on improvement.)

Start Date: _____ Completion Date: _____ (All work must be completed within twelve (12) months of Covenants Committee notice of project approval.)

APPLICANT ACKNOWLEDGEMENT:

1. I agree that compliance with Potomac Station Community Association Design Guidelines and approval by the CC do not constitute compliance with county building and zoning codes, and CC approval shall not be construed as a waiver or modification of any code restriction. Applicant remains responsible for obtaining necessary Loudoun County and/or Town of Leesburg permits as well as building permits in accordance with Loudoun County and Town of Leesburg building requirements.
2. I agree that changes will not commence until I have received written approval of the CC, 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 and/or management company shall be permitted to enter upon my property after prior notification to me and at a reasonable time, for the purpose of inspecting 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 been completed within twelve (12) months of the Covenants Committee notice of project approval.

HOMEOWNER'S SIGNATURE: _____ **DATE:** _____

**Potomac Station Community Association, Inc.
Exterior Modification Application Requirements**

Proposed Change	Certified Plat - 1	Architectural Drawings (Presenting all Dimensions - 2)	Dimensions at Completion or Full Growth	Description of Materials / Plant Life	Descriptions or Samples of Colors	Photographs or Sample Illustration	Description and Dimensions of Other Items in Yard	Description of Impacts of Surrounding Drainage
Deck	X	X	X	X	X	X		X
Fence	X	X	X	X	X	X		X
Landscaping	X	X	X	X	X	X	X	X
Patio	X	X	X	X	X	X		X
Recreation / Play Equipment	X	X	X	X	X	X	X	X
Screened Porch	X	X	X	X	X	X		X
Shed	X	X	X	X	X	X	X	X
Exterior Color Change					X	X		
Exterior Door					X	X		
Exterior Lighting		X		X	X	X		
Other	X	X	X	X	X	X	X	X

1 - Certified Plat: When you bought your home, a house location survey was included with your closing documents. Plats are certified by a county official. Proposed change must be drawn on a copy of the plat and should be drawn to scale.

2 - Please provide drawings of a bird's eye/top view, face/front view and side view.

HELPFUL HINT: When required items are missing, the approval process is delayed. Your application may be "tabled" or "denied" and sent back to you. You may then add in the required items and resubmit. The application will be reviewed at the next Covenants Committee meeting.

When you're happy, we're happy. So please follow the Design Guidelines and send us an application that is complete. Thanks!