

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

**APPLICANT INFORMATION:**

Applicant's (Owner'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  
Leesburg, VA 20176  
**OR** by Email to: **Carl.Page@fsresidential.com**  
**Applications must be received by close of business the Friday prior to each Covenants Committee meeting to be considered for review.**
3. The following alterations, without limitations, require a house location survey, boundary survey or ALTA/ACSM survey performed by a surveyor licensed in the Commonwealth of Virginia to be included indicating the location of the proposed change and that clearly show the boundaries of the applicant's property in relation to the location of such proposed modification: Deck, Fence, Landscaping, Patio, Pool, Recreation/Play Equipment, Satellite Dish, Screened Porch, Shed, and all Other Major Alterations.
4. Do not commence construction or work prior to obtaining Covenants Committee Approval.

**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     SOLAR PANELS  
 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:**

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

**APPLICANT ACKNOWLEDGEMENT:**

1. By signing this Application, the applicant agrees to abide by the terms and instructions stated in this application and the Design Guidelines. Applicants are responsible for ensuring that all exterior modifications are located within their property boundary lines. Applicants must notify the Association in writing within 24 hours after the modification is completed so that the Association can inspect the modification for compliance. If it appears, from the Association's visual inspection, that the modification may deviate from the location shown on the Application and related documentation (and, therefore, constitute a possible architectural violation), the applicant agrees to provide the Association an as-built ALTA/ACSM survey, prepared by a surveyor licensed in the Commonwealth of Virginia, showing the modification in relation to the applicant's property boundary lines, within 30 days of the Association's request for such survey and such other information and document requested. Failure to provide the as-built survey and required other information and documents within the above time frame constitutes a violation of the Association governing documents.
2. I agree that compliance with the 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 all necessary Loudoun County and Town of Leesburg approvals and permits, including building permits
3. I agree that changes will not commence until I have received written approval of the Covenants Committee, and that if changes are made, I will return the property to its former condition at my own expense and pay all legal fees incurred if this application is disapproved.
4. I understand that Covenants Committee members and Association management representatives are authorized 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 does not constitute a trespass.
5. I understand that the authority granted to make the proposed changes is revoked automatically if the changes requested are not completed within 12 months of the Covenants Committee notice of project approval.

**HOMEOWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**HOMEOWNER'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

<b>Proposed Change</b>	<b>Certified Plat - 1</b>	<b>Architectural Drawings (Presenting all Dimensions - 2)</b>	<b>Dimensions at Completion or Full Growth</b>	<b>Description of Materials / Plant Life</b>	<b>Descriptions or Samples of Colors</b>	<b>Photographs or Sample Illustration</b>	<b>Description and Dimensions of Other Items in Yard</b>	<b>Description of Impacts of Surrounding Drainage</b>
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		
Solar Panels*		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.

**\*Solar Panel Applicants Please Read:** The Design Guidelines only permit solar panels to be installed on the rear roof of the home. If you are applying to install solar panels on the front or side roof of your home, documentation prepared by an independent (not the contractor) solar panel design specialist, who is certified by the North American Board of Certified Energy Practitioners and is licensed in Virginia is required. Documentation should indicate that the restriction above increases the cost of installation of the panels by 5% or shows that the restriction above will reduce the energy production by 10% or more.

**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!*