

## Modification Application Submission Procedure

1. **Complete** pages 1 and 2 of the following application form. A separate application form is required for each project.
2. **Review** the Project Guidelines requirements for your proposed project(s), which can be found on the website at [broadlandshoa.org/exterior-modifications/#guidelines](http://broadlandshoa.org/exterior-modifications/#guidelines).
3. **Submit** the completed application(s) along with all requested submission requirements. Failure to include all documentation will delay the review of your application.

*Submission deadline is 12:00 Noon on the Wednesday before the Subcommittee meeting. The Subcommittee meets on the 1st and 3rd Wednesdays of the month from March through October and the 3rd Wednesday only from November through February. Only complete applications received by the deadline will be reviewed at the next scheduled Modifications Subcommittee meeting.*

**You may submit the complete submission packet to the HOA office using the following options.**

- ➡ **Email to:** [rcrews@broadlandshoa.com](mailto:rcrews@broadlandshoa.com)
- ➡ **Mail/drop off to:** Broadlands Association, Modifications and Resale Manager, 21907 Claiborne Parkway, Broadlands, VA 20148
- ➡ **After-hours drop off:** Please use the black drop box located at the HOA Administration Office (to the right of the front doors) for submissions outside of office hours, which are from 9:00 AM to 5:00 PM.

4. **Receive** the results within one week of the meeting, sent to the email provided on your application. Please check both your inbox and your junk/spam folder, as emails may sometimes be filtered there. If you do not receive your results letter, please contact the HOA office at 703-729-9704, extension 101.

**Questions? Please contact Robin Crews at [rcrews@broadlandshoa.com](mailto:rcrews@broadlandshoa.com)**

## MODIFICATIONS APPLICATION FORM • PAGE 1 OF 2

### OWNER INFORMATION

**PROPERTY ADDRESS:**

**OWNER NAME:**

**CONTACT PERSON:**  
(if different)

**EMAIL:**

**PHONE NUMBERS:** (primary) \_\_\_\_\_ (other) \_\_\_\_\_

**MAILING ADDRESS (if different):**

**PROPOSED START DATE:**

**PROPOSED COMPLETION DATE:**

### PROPOSED PROJECT INFORMATION

**CHECK TYPE OF APPLICATION:**

☐ INITIAL SUBMISSION

☐ RESUBMISSION

☐ RESALE

#### REQUEST FOR APPROVAL OF:

☐ Additions/Alteration (Major)\*

☐ Basketball Goal

☐ Color/Material Change

☐ Decks\*

☐ Doors – Addition/Replacement/Storm/Garage

☐ Fence

☐ Landscaping/Hardscape/Vegetable Garden

☐ Lighting

☐ Patio

☐ Play Equipment

☐ Porch/Screened Porch\*

☐ Roof Replacement

☐ Sidewalk/Walkway

☐ Shed

☐ Stain: Deck

☐ Stain: Fence

☐ Tree Removal

☐ Trash Enclosure

☐ Trellis/Arbor

☐ Windows

☐ Other Project:

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\*These complex projects require additional documentation – please go to [broadlandshoa.org/exterior-modifications/#guidelines](http://broadlandshoa.org/exterior-modifications/#guidelines) and scroll down to Design Guidelines by Type and click on the applicable modification to review the Submission Requirements for your proposed project(s).

**In addition to pages 1 and 2 of this application, a complete submission typically includes the following items. Please consult the design guidelines and submission requirements for further details.**

- ✓ Brief written description of project
- ✓ Existing photos of the project location
- ✓ Brochure or manufacturer's "cut sheet" of all exterior materials/items, including dimensions
- ✓ Samples/photos of all materials, including colors
- ✓ Property Plat – must mark to scale the location of the proposed project on the property plat (if applicable)
- ✓ Scaled drawings including all elevations. Must show finished project with measurements (height, length, width) (if applicable)
- ✓ Lighting requires photo of fixture (include wattage/location). For spotlighting, ensure the beam stays within property boundaries.
- ✓ Any painting/staining requests must include a color sample
- ✓ Pictures of vegetation for screening (if applicable)

*Continue to the next page*

**MODIFICATIONS APPLICATION FORM • PAGE 2 OF 2**

**OWNER ACKNOWLEDGEMENTS**

**BY SIGNING THIS APPLICATION, I/WE UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. There are architectural requirements and standards outlined in the Design Guidelines, along with a review process established by the Board of Directors. I agree to adhere to them.
2. No work related to this application will commence until I receive written approval from the Modifications Subcommittee. If any work begins before receiving this approval, I may be required to remove all modifications not approved and restore my property to its original condition at my own expense.
3. Approval is contingent upon the modifications being completed as approved; any variation from the original application must be resubmitted for approval.
4. Approval is contingent upon construction being completed in a timely and professional manner. Construction of the project must commence within 12 months of approval, or a new application must be submitted. The project must be completed within 12 months of commencement.
5. I am responsible for all landscaping, grading, and/or drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or common areas will be my direct responsibility.
6. I understand that members of the Modifications Subcommittee and Staff are authorized to enter onto my property to make routine inspections per the Declaration (Section 5.3(a) Easement for Upkeep). I further understand and authorize inspections as required to support this application.
7. It is my responsibility to obtain all necessary permits and licenses, to contact "Virginia 811" (Call Before You Dig System), and to ensure that the improvements are constructed in compliance with all relevant building and zoning codes.
8. Generally, one year after approval of an application, the project will be inspected by management or an agent of the Modifications Subcommittee to confirm that construction complies with the design guidelines and covenant standards. If any variation of the approved application is noted, I will be responsible for bringing the project into compliance.

**Owner's Signature:** \_\_\_\_\_

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