



REDFIELDS COMMUNITY ASSOCIATION, INC.

Architectural Review Committee (ARC) Application



Please ensure that this form is completed in full and that all required materials are attached to ensure timely processing of your request. Please note that reviews will be completed and a decision rendered within 30 days of receipt of a COMPLETE application. Incomplete applications will NOT be reviewed. Approvals are granted for the current Homeowner only and are not transferable. All approved work must be completed by the applicant. If a property is sold prior to completion of the work the approval is void. Please note that this application will become part of the Homeowner's disclosure packet at the time of sale of the home to a new owner. The undersigned applicant(s) hereby request permission for the stated modification(s):

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| Applicant Name(s): | | Date: | |
| Address: | | | |
| Phone: | | Email: | |
| Description of Request: | | | |
| <input type="checkbox"/> | Check this box if your lot is in Courtyard at Redfields, in which case your application will be processed in accordance with the Courtyard Design Standards as well as the Redfields Design Guidelines, and will be reviewed by both the Redfields ARC and Courtyard Architectural Review Board. | | |

Note that the following three items MUST be submitted with this application:

- For any addition/modification to building or landscape, a formal plat of your property must be submitted clearly showing all property restrictions including property lines, easements, and setbacks. The proposed work must be clearly identified on the plat and drawn to scale with dimensions, including all dimensions from property lines, easements, and/or setbacks. Note that plats are typically included with home sale paperwork or are available at the county office. *Note that any requests for fences which will attach to neighbor's fences will also require approval signatures from the neighbor(s) to be included with this application (use the signature table at the bottom of this form).*
- A complete description of the proposed project including manufacturer's product data, specifications, photographs of any pre-manufactured items, and color samples. Four color samples of actual material must be submitted for all colors proposed, including paint, fabric, siding, etc. Brick and stone samples must also be provided if requested by the ARC.
- For construction work, a complete set of architectural drawings detailing the construction design and materials (type and size) and showing floor plan, exterior elevation, and primary details (e.g. overhangs, railing pickets, etc.).

- I (we) agree to comply with ARTICLE IV, SITE MANAGEMENT, DESIGN STANDARDS AND LAND USE CONTROLS on page 8 of the "Redfields Declaration of Covenants and Restrictions," and further that all work must be completed within one year of ARC approval per ARTICLE V, paragraph 3 of the "Redfields Declaration of Covenants and Restrictions."
- I (we) understand that any necessary building permits are my (our) responsibility and will be obtained prior to the work being started and displayed in a prominent and visible location on the property (e.g. front window, front door, etc.).
- I (we) agree that the Association reserves the right to require removal or repair of the modification at Owners expense if: (1) the modification is not constructed or installed in compliance with the specifications provided in the application, or (2) the modification is not maintained in a safe condition, or (3) the modification is not maintained in keeping with the surrounding structures. I (we) agree to be responsible for all ongoing maintenance and upkeep of modifications made. I (we) also acknowledge that obtaining insurance for the improvement is an owner responsibility.
- I (we) certify that I (we) have read and agree to follow the rules and regulations pertaining to architectural control and review (if applicable for this modification request).

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| Homeowner Signature(s): | |
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Please note that in some cases improvement or modification projects greatly affect the surrounding neighbors, and can have an impact on the entire neighborhood. Although final approval rests with the Architectural Review Committee, the Committee requires that you notify your immediate neighbors of your proposed plans and provide them a copy of this completed form. Please list the names, address, phone number, and notification date for all neighbors whose property borders yours, including property owners on both sides, across the street, and behind. Neighbors are welcome to contact the ARC regarding any concerns with your requested modification(s).

| Adjacent Property Owner | Adjacent Address | Phone Number | Date Contacted | Neighbor Signatures Required ONLY for Abutting Fence Approval | Neighbor Signature(s) |
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This pdf form may be filled in electronically but must be signed. Submit signed application and all materials to:
 Redfields Architectural Review Committee, c/o Doug Brooks 1500 Amherst St. Charlottesville, VA 22903-5158. Color scans of submittal documents may be sent via email to: redfieldsmanager@gmail.com.