



Fox Chase Homeowners Association
 Attention: ARC
 PO Box 455
 Locust Grove, VA 22508

ARCHITECTURAL REVIEW REQUEST FORM

Please mail this completed form to the above address or email to the ARC at arc@fox-chase.org. *Requests will be processed within 30 days after receipt.*

Homeowner's Name:			
Lot #		Email Address:	
Address (City, State, ZIP):			
Phone Numbers:	Home:	Work:	Cell:

Please check the purpose of your submittal:

- Submit for a proposed property improvement request
- Submit for a "Request for Variance"
- Report a problem
- Request information

Please describe here and attach separate sheet, if needed.			
PLEASE SIGN HERE:		Date Submitted:	

FCHOA Homeowner *must* submit the following information with this completed/signed form:

1. Site Plan showing size, shape, and location of improvement/variance with respect to residence and adjoining properties including specific dimensions and distances to adjoining properties.
2. Manufacturer's brochure (if available)
3. Color samples
4. Architectural plans/drawings (for major additions/improvement/variances - decks, fences, sheds, pools, etc.)
5. Grading plan (if available)
6. Detailed written description of/justification for improvement/variance.

NOTE: Unreadable drawings/plans may delay the disposition of this request.

FCHOA Homeowner hereby warrants that he/she shall assume full responsibility for:

1. All landscaping, grading, and/or drainage issues relating to the improvements/variances;
2. Obtaining all required Spotsylvania County approvals and permits relating to the improvements/variances, and provide copies to the ARC;
3. Complying with all Spotsylvania County Ordinances; and
4. Any damage to adjoining properties (including the Common Areas) or injury to third a person associated with the Improvement/Variance.

FCHOA ONLY	<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved – Reasons/recommendations:
<i>FCHOA ARC Chairperson Signature</i>		<i>Date</i>