



Homeowners Association  
P.O. Box 455, Locust Grove, VA 22508

### ARCHITECTURAL REVIEW REQUEST FORM

Please mail this completed form to the above address, "Attention: ARC" or email to this form and any questions to the ARC email address: [arc@fox-chase.org](mailto:arc@fox-chase.org).

Homeowner's Name \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Lot Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Lot # \_\_\_\_\_ Phone # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Please tell us how we may help you in the space below. I wish to:

- Submit Proposed Property Improvement Request
- Submit a 'Request for Variance'
- Report a Problem
- Request Information

Please write description here or attach separate sheet. \_\_\_\_\_

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Signature \_\_\_\_\_ 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. Obtain all required County Approvals relating to said improvements/variances and provide copy to ARC.
3. Complying with all Spotsylvania County Ordinances.
4. Any damage to adjoining properties (including Commons Area) or injury to third person associated with the Improvement/Variance.

**Requests will be processed within 30 days after receipt.**

- APPROVED**
- DISAPPROVED**

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Signature of FCHOA ARC Chairperson
Date