

## Architectural Improvement Request Form

### *Hayden Village Homeowners Association*

To: Hayden Village ARC  
C/O Cardinal Management Group, Inc.  
4330 Prince William Parkway, Suite 201  
Woodbridge, VA 22192

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

E-mail: \_\_\_\_\_

Proposed Improvement:

Applicant must submit the following in duplicate with the application:

1. Site plan showing size, shape and location of improvement to residence and adjoining properties (including specific dimension of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color samples, if applicable.
4. Architectural plan/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement (if not provided, applications will be returned pending additional information).

**Applicant hereby warrants that applicant shall assume full responsibility for:**

1. All landscaping, grading, and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot).
2. Obtaining all required city, town or county approvals related to said improvements.
3. Complying with all applicable city, town or county ordinances.
4. Any damage to adjoining property (including common area) or injury to third persons associated with the improvements.
5. Applicant hereby states that they have read the ARC guidelines and agree that all work performed will be in compliance with those guidelines.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Architectural Review Committee Response**

- Date application received: \_\_\_\_\_
- Request approved as submitted. \_\_\_\_\_
- Request approved subject to: \_\_\_\_\_  
\_\_\_\_\_
- Response suspended pending submission of: \_\_\_\_\_  
\_\_\_\_\_
- Request disapproved because: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature-ARC Member

\_\_\_\_\_  
Date