

**BIRKDALE COMMUNITY ASSOCIATION
ARC-EXTERIOR ALTERATIONS FORM**

INSTRUCTIONS

- 1. COMPLETE ALL CONTACT INFORMATION ON THE ARC APPLICATION FORM INCLUDING THE NAME/ADDRESS OF THE CONTRACTOR IF DOING THE WORK.**

- 2. SECTION I: DESCRIPTION OF ALTERATIONS, PROVIDE THE FOLLOWING:**
 - A WRITTEN DESCRIPTION OF ALTERATIONS SHOWING COMPLIANCE WITH THE BIRKDALE ARCHITECTURAL STANDARDS. (PICTURES MAY BE INCLUDED).
 - SUBMIT A DRAWING OF THE PLANS AND LOCATION OF THE WORK TO BE PERFORMED ON A COPY OF YOUR PLAT MAP
 - DESCRIBE THE MATERIALS TO BE USED FOR THE ALTERATIONS YOU ARE MAKING

NOTE: MATERIALS USED FOR EXTERIOR BUILDINGS MUST MATCH HOMEOWNER'S HOME EXTERIOR MATERIALS
CERTAIN TYPES OF ALTERATIONS REQUIRE A COUNTY BUILDING PERMIT. THE ASSOCIATION TAKES NO RESPONSIBILITY FOR OBTAINING THAT PERMIT. THE HOMEOWNER SHOULD CONTACT THE CHESTERFIELD COUNTY BUILDING INSPECTOR REGARDING PERMITS.

- 3. SECTION II: ARC REVIEW AND APPROVAL MAY TAKE UP TO 60 DAYS FROM RECEIPT. ALOT TIME FROM SUBMISSION TO INITIATION OF ALTERATIONS.**

- 4. III: SHOW PROPOSED CHANGES TO AND OBTAIN THE SIGNATURES OF ADJACENT NEIGHBORS WHO ARE ONLY VERIFYING THEIR AWARENESS OF YOUR INTENT TO PERFORM EXTERIOR ALTERATIONS TO YOUR PROPERTY.**

- 5. SECTION IV:READ SIGN/DATE OWNER'S AGREEMENT-YOU HAVE 120 DAYS FROM APPROVAL TO COMPLETE THE PROJECT**

- 6. YOU MUST NOTIFY THE ARC CHAIR TO CONDUCT A FINAL INSPECTION AND APPROVAL ONCE THE ALTERATIONS ARE COMPLETED.**

- 7. SEND COMPLETED APPLICATION TO: COMMUNITY GROUP, 4222 COX ROAD, SUITE 110, GLEN ALLEN, VA. 23060 OR FAX : 804-346-8640. PHONE: 804-270-1800**