

LAKE BARCROFT ASSOCIATION
P. O. BOX 1085, Falls Church, VA 22041
(703) 941-1927

Date Received: _____

LAKE BARCROFT ARCHITECTURAL REVIEW COMMITTEE ("ARC")
APPLICATION FORM AND COVER SHEET

Homeowner: _____ Home Phone: (_____) _____

Street Address: _____ Work/Alternative Phone: (_____) _____

Email Address: _____ (preferred method of communication)

Dock/Seawall; Addition; Play Structure; Fence; Deck; Auxiliary Structure; Other

The ARC assists in enhancing and maintaining the quality of Lake Barcroft's built environment and administers the LBA's Architectural Guidelines (provided on pages 85-90 of the Lake Barcroft Directory and on the internet at <http://www.lakebarcroft.org/docs/association/archguide.pdf>).

The ARC serves all LBA homeowners. Please contact Chris Lawson at the Association (email: lachance3@AOL.COM) for further information.

Your application must include the following:

- 1. This completed **Cover Sheet** submitted to the LBA office by mail or in person;
- 2. A written **Description** of the proposed alteration or addition;
- 3. **Color Photographs** of the existing property from a wide angle and various views of the area to be altered;
- 4. **Scale Drawings** & plans, including exterior elevations, prepared by architect, builder, or owner, noting all finishes (e.g., materials, paint colors, etc.) and color samples where helpful;
- 5. Description of **Landscaping** plan designed to integrate and lessen visual impact of improvement;
- 6. A copy of your "**Record Plat**" showing all structures on the property. The location of the proposed alteration or addition should be drawn legibly and to scale on that copy;
- 7. Description of **Review with Neighbors**, listing neighbors contacted and their comments (The ARC will notify neighbors about your proposal and solicit their comments. We urge applicants to review their proposal with neighbors to seek their input in advance.); and
- 8. Any **Additional Information** that will help the Committee to understand the project.

Owners will be notified of incomplete submissions and will be asked to provide missing items before the Committee can act upon the application. Common reasons for incompleteness and delays in review include: failure to supply adequate color photos of the property as it is now, lack of landscaping plans, drawings not to scale, and no clear indication of proposed materials/color/finishes.

The following information will be completed by the Committee and returned to you:

ARCHITECTURAL REVIEW COMMITTEE COMMENTS:

APPROVAL: ____ DISAPPROVAL ____ DATE: ____/____/____