

APPLICATION FOR EXTERIOR ALTERATIONS

PLEASE NOTE: No exterior change to any residential property covered by the covenant restrictions administered by the Association may be undertaken without the prior written consent of the **MEADOWBROOK FARM HOMEOWNERS ASSOCIATION, INC.** Although a building permit may be required by Chesterfield County it *does not* constitute approval by the Association. Submit all applications by the end of the month for review the following month. The Architectural Control Committee meets every month. **Contact Tyrone Leake at 271-1262** with any questions.

Submit completed form and supporting material to
Meadowbrook Farm Homeowners Association
Architectural Control Committee
P.O. Box 34054
Richmond, VA 23234-0054

Property Owner: _____ Phone: _____

Date of Application: _____

Owner's Address: _____

Address of Property to be altered: _____

Date on which work is to begin: _____

Date on which work is to be completed: _____

Who will do the work?

Self

Contractor

If contractor, provide contractor's name, address, phone number, and license number:

Provide as much of the following information as possible with your application:

- A detailed description of the proposed change(s)
- Architectural plans or other dimensional drawings noting existing conditions as well as proposed changes
- A list of materials including samples of color and texture
- Manufacturer's literature including sizes and models specific to your proposed installation
- A photograph of the affected portion of the house and/or area
- Proof of county permit if required

Date Received: _____ Date of Committee Action: _____

Action: APPROVED _____ REJECTED _____

Comments: _____

