

ISLAND CREEK COMMUNITY ASSOCIATION, INC.

ARCHITECTURAL MODIFICATION

REQUEST

In order to complete your request, the following four items must be reviewed and completed:

1. Owner Information:

NAME: _____
ADDRESS: _____
TELEPHONE (H): _____(W): _____
EMAIL ADDRESS: _____

2. Owner Modification Request(s):

For **FENCE, DECK, PATIO, or STORAGE SHED** please attach the appropriate Express Form (s) to completed sections 1 and 3 of this request form.

For **ALL OTHER REQUESTS** for additions or modifications, please complete sections 1 and 3 and provide the information requested in a through c (below).

In accordance with the Declaration of Covenants and Restrictions referred to in the Deed covering the property described above, I/We hereby apply for written consent to make the following modification(s) or addition(s) per the attached description.

a. Description: (If more space is needed, please attach a separate sheet.)

3. Owner's Acknowledgement:

I/We understand that:

a. Material herein contained shall represent alterations that comply with the zoning and building codes of the City/County to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. The owner is responsible for obtaining the necessary building permits prior to commencement of construction.

b. No work shall commence until the owner has received written approval from the Covenants Committee. Any construction or exterior alteration before the approval of this application is not allowed. If alterations are made, I/we may be required to return the property to its former condition at my/our own expense, and I/we may be required to pay all legal expenses incurred.

c. Approval is contingent upon all work being completed in a workmanlike and professional manner. Members of the CC, the Management Agent, or the Board may make a routine inspection.

d. This request is subject to restrictions by the declaration and review process as established by the CC. Any variation from the original application must be resubmitted for approval. A copy of this request will be returned to me/us after review by the CC.

e. I/We acknowledge and agree that I/we will be solely liable for any claims, including without limitation, claims for property damage or personal injury, which result from the requested addition or modification. I/We accept responsibility for all maintenance, repair, and upkeep of said addition or modification.

f. I/We have notified in advance my/our neighbors on either side of my/our property verbally and/or in writing regarding the requested architectural modifications that have been submitted to the CC.

Signature of Owner

Signature of Owner

Date: _____

Date: _____

4. Send all completed forms to:

On-Site Manager - Clubhouse
Island Creek Community Association
7750 Thomas Grant Drive
Alexandria, VA 22315

E-mail: communitymanager@islandcreek.org

Telephone: 703.339.6987

Note:

FAILURE TO COMPLETE ALL REQUIRED SECTIONS **WILL** CAUSE THIS REQUEST TO BE RETURNED FOR COMPLETION.

A copy of this form may be form, information regarding the CC, and the ICCA's Architectural Guidelines may be retrieved at www.islandcreek.org

Filing an Appeal:

The CC tries to accommodate all homeowner requests; however, this is not always possible in each case because of the bylaws, Architectural Guidelines, and historical precedence set within the Community. If in the event your request is denied and/or approved conditionally, and you disagree with the decision that the CC has rendered, you may file an appeal to the Island Creek Community Association Board. Your appeal must be submitted in writing and explain why you think your request should be approved. Please include any additional information that may have been missing in the original request to the CC. Please include a copy of your original request along with the decision letter. The appeal should be sent to address listed above.

Deck Express Form

In accordance with the Declaration of Covenants and Restrictions referred to in the Deed covering the property described on page one, I/We hereby apply for written consent to make the following modification(s) or addition(s) described below:

The Island Creek Community Association Architectural Guidelines provide covenants approved criteria that are listed in the checklist below. Please initial agreement for each item or describe each request for deviation.

<u>Approved Criteria</u>	<u>Agree (Initial)</u>
Located in rear yard	_____
Scale compatible with house	_____
Level(s) (Select all that apply):	
- Ground Level	_____
- 1 st Floor	_____
Construction (Select all that apply):	
- Wooden Construction	_____
- Artificial (i.e.Trex) floor and/or rail (describe below)	_____
Stairway	_____
Lattice Screening	_____
Decorative Rail (describe below)	_____
Color (Select one):	
- Covenants approved stain color	_____
- No stain. Power wash and seal with clear sealant within one year	_____
Property line setback in accordance with Fairfax County Regulations	_____
Diagram attached to this form	_____
Neighbor(s) notified	_____
A copy of plat attached to this form	_____
Pages 1-3 are attached to this form	_____

Describe any requested deviations from approved criteria:

Patio Express Form

In accordance with the Declaration of Covenants and Restrictions referred to in the Deed covering the property described on page one, I/We hereby apply for written consent to make the following modification(s) or addition(s) described below:

The Island Creek Community Association Architectural Guidelines provide covenants approved criteria that are listed in the checklist below. Please initial agreement for each item or describe each request for deviation.

<u>Approved Criteria</u>	<u>Agree (Initial)</u>
Located in rear yard	_____
Built entirely within property line	_____
Construction (Select all that apply):	
- Poured concrete	_____
- Brick	_____
- Stone	_____
- Commercial paver tiles	_____
- Wood	_____
- Mortared	_____
- Non-mortared	_____
No grading changes required	_____
Property line setback in accordance with Fairfax County Regulations	_____
Diagram attached to this form	_____
Neighbor(s) notified	_____
A copy of plat attached to this form	_____
Pages 1-3 are attached to this form	_____

Describe any requested deviations from approved criteria:

Storage Shed Express Form

In accordance with the Declaration of Covenants and Restrictions referred to in the Deed covering the property described on page one, I/We hereby apply for written consent to make the following modification(s) or addition(s) described below:

The Island Creek Community Association Architectural Guidelines provide covenants approved criteria that are listed in the checklist below. Please initial agreement for each item or describe each request for deviation.

<u>Approved Criteria</u>	<u>Agree (Initial)</u>
Located in rear yard	_____
Located in fenced yard	_____
Scale compatible with location	_____
Proper landscape drainage maintained	_____
Height (Select one):	
- Townhouse - no higher than one foot above fence line not to exceed seven feet	_____
- Single family - no higher than two feet above fence line not to exceed eight feet	_____
Construction (Select all that apply):	
- Four sided, closed structure	_____
- Plastic (color compatible with house)	_____
- Siding (color compatible with house)	_____
- Solid wood (indicate finish below)	_____
- Shingled roof (shingles match house shingles)	_____
Not constructed of metal or particle board	_____
Diagram attached to this form	_____
Neighbor(s) notified	_____
Owner Acknowledgment attached to this form	_____
A copy of plat attached to this form	_____
Pages 1-3 are attached to this form	_____

Describe any requested deviations from approved criteria:
