

Roxbury of Mt Vernon Homeowners' Association
Architectural Control Committee

Change Request Form

Instructions: Please complete the items below. We recommend that you keep a copy for your own records. You should arrange for your request to be received by The Committee no later than the 2nd Tuesday of the month of submission. Requests received by the 2nd Tuesday of the month will normally be acted upon and notification provided by the 2nd Tuesday of the following month. You should mail your request to:

Chairman,
Architectural Control Committee
3699 Roxbury Lane
Alexandria, Virginia 22309

NAME: _____

ADDRESS: _____

TELEPHONE: _____

LOT NO: _____

DESCRIPTION OF PROPOSED CHANGE: Be sure to describe what you plan to build, including the shape, length, width, height, materials, colors and location within the property as required in the ACC Rules and Regulations. Attach a sketch of the project and a sketch locating the project on your lot and its relationship to other buildings. If the project will be painted or stained, attach the applicable color chip or the name of the paint/stain manufacturer, color name, and identification number. A photograph or picture clipped from a magazine or advertising brochure would be helpful if available.

I understand that submission of this change request does not relieve me of any obligation to comply with local law and/or building codes, nor does it relieve me of any required authorizations from government agencies. Representatives of the Roxbury of Mt Vernon Homeowners' Association or the Architectural Control Committee may visit my property after reasonable notification for purpose of reviewing the proposed site of the above described change or project while in progress or upon completion. Failure to complete any project within 6 months of approval for same, renders the approval null and void and a new request would be required to be submitted for consideration and approval notwithstanding prior approval.

(Owner signature)

(Date)