

**BEL ARBOR**  
**Request for Exterior Alterations**  
**Application Instructions**

**General Instructions:**

Before proceeding with any changes or additions to the grounds or building on your lot, you must first apply for, and receive approval of the Architectural Control Council (ACC) as provided for in Article VII of the Protective Covenants of the Bel Arbor Community Association (COVENANTS.) These requirements are further defined in the Bel Arbor Architectural Standards and Guidelines (GUIDELINES.)

As part of the approval process, your application may be review by the Landscape Committee, and/or the Finance Committee. Their recommendations and advice will be factored into the ACC's final decision.

Any project approved by the ACC may be subject to assessments, that may be levied by the Board of Directors (BOD) for future required maintenance, as provided in Articles V and VII of the COVENANTS. Any owner may withdraw his/her application after receiving notice from the Association of a specific assessment amount for such proposed improvement which has been approved by the ACC.

**Application Form:**

Fill out the first section of the Bel Arbor Exterior Alteration Form, using BLACK or BLUE ink. Please print or otherwise assure that all writing is legible. Use additional pages, if necessary, to fully describe your planned project. Attach a copy of your plot plan and/or a drawing showing the location of the changes to be made and provide all information as detailed in the GUIDELINES.

**It is the Homeowner's responsibility to determine if anything within the scope of the planned project requires approval or permits from Chesterfield County or any other Governmental agency, and indicate on your application what is needed. It will be the Homeowner's responsibility to obtain and fulfill any permits or requirements should the application be approved. Copies of all required permits must be submitted to the ACC before work may begin.**

Following completion of the application and obtaining adjacent owner's signatures, read the Owner's Agreement on page 2, sign your application, and deliver the application and all supporting documents to a member of the ACC. Current ACC member's names may be obtained from the Property Manager or any BOD member.

**Adjacent Owner Signatures:**

It is your responsibility to show to, and explain your completed application and plans for all work to be done to all adjacent homeowners before you submit this application. You must obtain signatures from any homeowner that is beside, behind, or in front of property that will be altered, and may be affected visually or otherwise by it. Their signatures acknowledge only that you have presented your plans to them for review.

**Authority of the ACC:**

The COVENANTS and the BOD of the Bel Arbor Community Association have directed that the ACC shall be responsible for the review and control of lots and structures as outlined in Section 7 ( ¶ 7.2) of the COVENANTS.

**Approval / Disapproval:**

Applications will be processed by the ACC and other necessary committees as needed, and additional information may be required. All decisions of the ACC will be in writing and no work shall proceed prior to that approval. Any approval may be withdrawn at any time by the ACC by written notice, but such withdrawal shall not prevent completion of the project, previously approved and commenced before receipt of such notice.

Decisions of the ACC may be appealed within 10 days of the date of the ACC notice of Determination, by letter to the Secretary of the Board of Directors. Any member of the BOD or ACC can supply you with the Secretary's current address.

**Following Approval and during work on the Project:**

All required permits and permissions must be obtained by the homeowner and copies submitted to the ACC to be filed. **Any deviation from the project as originally submitted and approved by the ACC will require another application to be reviewed and approved, prior to making the changes.** While under way, the project may be observed by members of the ACC and/or the BOD for conformity. **If the project is not completed within One (1) year of the approval date, a new application will be required.**

**Upon Completion:**

Copies of any Certificates of Occupancy and/or approval inspections required by any permits or permissions obtained for the work must be submitted to the ACC for filing. A final inspection by the ACC and/or the BOD may be made.

# BEL ARBOR EXTERIOR ALTERATION REQUEST

Application Number : ACC-

---

Address of proposed project

Date of Application

Owner's Last Name, First Name

---

Co-Owner's Last Name, First Name

Owner's Address

---

Co-Owner's Address

Owner's Home Phone \_\_\_\_\_

---

Co-Owner's Home Phone

Owner's Work or cell Phone

Co-Owner's Work or cell Phone

## Description of Proposed Work

Give full details including colors, materials, product names. Use extra pages if necessary. Give information of permits and/or permissions required.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

### Signatures of Adjacent Property Owners

Property owners: Your signature below only demonstrates that you are aware of this application. It does not indicate that you approve the proposed alteration. You may protest the proposal by contacting the Architectural Control Council for consideration before final approval is given. You may also forward your concerns to the Property manager for distribution to the ACC. Please sign legibly.

Signature \_\_\_\_\_

---

Signature \_\_\_\_\_

---

Address

---

Address

Home Phone

Date \_\_\_\_\_

Home Phone

Date \_\_\_\_\_

Signature \_\_\_\_\_

---

Signature \_\_\_\_\_

---

Address

---

Address \_\_\_\_\_

Home Phone \_\_\_\_\_

---

Date \_\_\_\_\_

Home Phone

---

Date



Work is to be done by: ☐ Homeowner ☐ Third Party

Permits are Required (SEE INSTRUCTIONS): ☐ No ☐ Yes

Name of Third Party: \_\_\_\_\_ Business License No. \_\_\_\_\_

Address: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Attach copies of all additional plats, drawings, permits or any other supporting documentation.**

**Owner's Agreement and Signature:**

I/We have completed this application in good faith and it accurately represents the alteration I/We propose to make. I/We understand that approval of this application does not authorize me to violate any provisions of the Bel Arbor Architectural Standards or Covenants, or of Chesterfield County building and zoning codes.

I/We understand and agree that any construction or alteration undertaken prior receipt of approval from the Architectural Control Council (ACC) is at my/our own risk, and that I/We may be required to return the property to its former condition at my/our own expense should variance from the approved application take place wholly or in part without prior ACC approval and that I/We may be subject to fines and penalties. I/We understand and agree to the stipulation that all maintenance, repairs or replacement to the alterations described herewith are the sole responsibility of the homeowner and not the Bel Arbor Community Association. Should I/We sell said property this information will be forwarded to the new buyers.

I/We understand that representatives of the ACC, and/or Landscape and Finance Committees and/or the Board of Directors are permitted to enter my/our property at any reasonable time for the purposes of inspecting the area for the proposed project, the project in progress, or the completed project and that such entry does not constitute trespass. All work will be complete within one (1) year from the date of receiving the approval from the ACC to proceed.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Co-Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
This area for ACC use only

Received by ACC: \_\_\_\_\_ Review Completed: \_\_\_\_\_ Owner Notified: \_\_\_\_\_

Landscape Committee : Delivered: \_\_\_\_\_ Returned: \_\_\_\_\_

Finance Committee : Delivered: \_\_\_\_\_ Returned: \_\_\_\_\_

☐ Application Approved as Submitted ☐ Application Denied: ☐ Application Approved with Conditions ( See Below)

**Conditions for Approval and/ or Comments:**

**I / We agree to the above conditions and/or assessments for approval of this application:**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Co-Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
ACC Authorized Signature

\_\_\_\_\_  
Date

Original to Property Manager: \_\_\_\_\_ Date \_\_\_\_\_ Copies: ☐ Homeowner ☐ ACC File ☐ Landscape ☐ Finance ☐ PDF Made