

## Modification Application Submission Procedure

1. Review the Design Guidelines and Submission Requirements for proposed project(s) available at:  
<http://www.broadlandshoa.org/for-residents/design-guidelines/>
2. Fill out page 1 and 2 of the application form for each project.
3. Provide requested submission requirements. Failure to include all information will delay review of an application.
4. Submission deadline is 12:00 Noon on the Thursday before the Subcommittee meeting. The Subcommittee meets on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of the month from March through October and the 3<sup>rd</sup> Wednesday only from November through February. **Only complete applications received by the deadline will be reviewed at the next scheduled Modifications Subcommittee meeting.**
5. Submit completed application(s) via mail, email, or hand deliver to the HOA office at the Nature Center:
  - Mail/drop off to: Broadlands Association  
Secretary to the Modifications Subcommittee  
21907 Claiborne Parkway, Broadlands, VA 20148
  - Drop off after hours: Please use the green drop box outside the Nature Center (to the left of the front door) for after hour submissions. (office hours 9:00am to 5:00pm)
  - Email to: [Rcrews@broadlandshoa.com](mailto:Rcrews@broadlandshoa.com)
6. The result letter(s) will be delivered via the resident's email provided in the application within one week of the meeting. Occasionally emails have been delivered to residents junk/spam folder. Therefore, please check your inbox and junk/spam folder for your results letter or contact the HOA office at 703-729-9704.

Questions? Please contact Robin Crews at [rcrews@broadlandshoa.com](mailto:rcrews@broadlandshoa.com)

## MODIFICATIONS APPLICATION FORM – PAGE 1 OF 2

### OWNER INFORMATION

**Property Address:**

**Owner Name:**

**Contact Person:**  
(if different)

**Email:**

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**Phone Numbers:** (Primary) \_\_\_\_\_ (other) \_\_\_\_\_

**Mailing address (if different):**

**Proposed Start Date:**       /       /       **Proposed Completion Date:**       /       /

### PROPOSED PROJECT INFORMATION

**Please check appropriate item:**      Initial Submission              Resubmission              Resale

**Request for approval of:**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Basketball Goal</li> <li><input type="checkbox"/> Color/Material Change</li> <li><input type="checkbox"/> Deck/Fence Stain</li> <li><input type="checkbox"/> Doors – Addition/Replacement/Storm/Garage</li> <li><input type="checkbox"/> Fence</li> <li><input type="checkbox"/> Landscaping/Hardscape/Vegetable Garden</li> <li><input type="checkbox"/> Lighting</li> <li><input type="checkbox"/> Patio</li> <li><input type="checkbox"/> Play Equipment</li> <li><input type="checkbox"/> Sidewalk/Walkway</li> <li><input type="checkbox"/> Storage Shed</li> <li><input type="checkbox"/> Tree Removal</li> <li><input type="checkbox"/> Trellis/Arbor</li> <li><input type="checkbox"/> Other project: _____</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Additions/Alteration (Major)*</li> <li><input type="checkbox"/> Decks*</li> <li><input type="checkbox"/> Porch/Screened Porch*</li> </ul> <p><small>* <i>These complex projects require additional documentation. Please see submission requirements for full list.</i></small></p> |
|--|---|

**Along with page 1 and 2 of this application, a complete submission will generally include the following. Please reference the design guidelines and submission requirements for more detail.**

- ✓ Brief written description of project
- ✓ Existing photos of project location
- ✓ Brochure or manufacturer’s “cut sheet” of all exterior materials/items including dimensions
- ✓ Samples/photos of all materials, including colors
- ✓ Property Plat – must mark to scale location of proposed project on property plat (if applicable)
- ✓ Scaled drawings including all elevations. Must show finished project with measurements (height, length, width) (if applicable)
- ✓ Lighting requires photo of fixture (include wattage/location). If spotlighting, must specify the direction of light projection.
- ✓ Any painting/staining requests must include a color sample

*Continue to next page*

**MODIFICATIONS APPLICATION FORM – PAGE 2 OF 2**

**OWNER'S ACKNOWLEDGEMENTS**

**By signing this application, I/we understand and agree to the following:**

1. There are architectural requirements and standards addressed in the Design Guidelines and a review process established by the Board of Directors and I agree to follow them.
2. No work per this Application will begin until I receive written approval from the Modifications Subcommittee; if work is started prior to approval, I may be required to remove any or all of the modifications should they not be approved, and restore my property to its original condition at my own expense.
3. Approval is contingent upon the modifications being completed as approved; any variation from the original application must be resubmitted for approval.
4. Approval is contingent upon construction being completed in a timely and professional manner. Construction of the project must commence within 12 months of approval or a new application must be submitted. The project must be completed within 12 months of commencement.
5. I am responsible for all landscaping, grading and/or drainage issues related to the improvements. All work associated with the project will be completed within the property lines. Any damage to adjoining properties or common areas will be my direct responsibility.
6. I understand that members of the Modifications Subcommittee and Staff are authorized to enter onto my property to make routine inspections per the Declaration (Section 5.3(a) Easement for Upkeep). I further understand and authorize inspections as required to support this application.
7. It is my responsibility and obligation to obtain all applicable permits and licenses, to contact Miss Utility and to construct the improvements in conformance with all applicable building and zoning codes.
8. Generally one year after approval of an application the project will be inspected by management or an agent of the Modifications Subcommittee to confirm that construction is in compliance with the design guidelines and covenant standards. If any variation of the approved application is noted, I will be responsible to bring the project in compliance.

**Owner's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_