



Georgetown South Community Council, INC

9444 Taney Road, Manassas, VA 20110

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Request for Architectural Review Committee Approval (ARC)

Please submit any required City Permit approvals, designs, photos, property plat or drawing when requesting ARC approval.

This form is designed to be completed electronically or in pen printing all information clearly.		
Property Owner's Name	Date:	
Property Address where work is to be performed:		
Mailing Address of Owner <i>(if different)</i>		
City:	State:	Zip Code:
Telephone Home:	Work:	Cell:
Email:	Signature:	

Please Check One of the Following:						
Patio <input type="checkbox"/>	Deck <input type="checkbox"/>	Fence <input type="checkbox"/>	Door(s) <input type="checkbox"/>	Windows <input type="checkbox"/>	Retaining Wall <input type="checkbox"/>	Gutter <input type="checkbox"/>
Siding <input type="checkbox"/>	Shed <input type="checkbox"/>	Shutters <input type="checkbox"/>	Paint Color Change <input type="checkbox"/>	Roof <input type="checkbox"/>	Other <input type="checkbox"/>	(Please explain in the comments on the reverse side.)

Provide a complete description on the reverse of the architectural/landscape alteration you are proposing (use additional pages if necessary). **Incomplete applications will be returned for clarification and/or completion.**

Specify or provide:

- Dimensions (Including Elevations)
- Types of Materials to be used
- A scaled drawing of the proposed design
- Colors, paint chips if applicable
- A plan or scaled drawing of the property showing the change and relationship to existing structures
- Approximate start/completion date.

*Plat plans should not be used in place of survey to determine property lines for installation of property line fencing, as the dwelling may not be sited exactly as shown on the plat.

*Completion Date must not exceed six months from start date.

In the space below, please describe in detail your changes:

Comments:

Owner's Acknowledgment:

I/we understand that:

- A. Material herein contained shall represent alterations that comply with the zoning and building codes of the City of Manassas. Further, nothing herein contained shall be construed as a waiver or modification of such ordinances. I/we are responsible for obtaining necessary building permits prior to commencement of construction.
- B. No work shall commence until written approval of the ARC and/or the Board of Trustees has been received by me/us. Any alterations completed before approval of this application is not permitted and if alterations are made, I/we understand that we may be required to return the property to its former condition at my/our own expense; and that I/we may be required to pay all legal expenses incurred.
- C. All approved alterations must be completed within 180 days (6 months) of final approval.
- D. Approval is contingent upon all work being completed in a professional manner. Members of the ARC or Board of Trustees may make a routine inspection.
- E. This request is subject to restrictions by the Covenants and a review process as established by the Board of Trustees. 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 ARC and/or Board of Trustees.

GTS Office Use Only	
Approved:	Disapproved:
Reason for Disapproval:	
Signature:	Date