



## ARC Application Guide

- Architectural applications can be submitted directly to Community Standards at [communitystandards@lv2hoa.com](mailto:communitystandards@lv2hoa.com)
- Check the events calendar on [www.lv2hoa.com](http://www.lv2hoa.com) for submittal and Architectural Review Committee meeting dates. Please be cognizant of deadlines. Applications must be submitted one week prior to meeting which is held on the first Wednesday of every month.
- Feel free to contact Gloria Arevalo via email at [gloria.Arevalo@lv2hoa.com](mailto:gloria.Arevalo@lv2hoa.com) or Dan Avendano via email at [dan.avendano@lv2hoa.com](mailto:dan.avendano@lv2hoa.com)

**Please use the checklist below to help ensure your application is complete before submitting:**

Plat/Copy of plat with scaled drawing of the location of improvement on the plat

Color samples of materials to be used

Design layout/sketch/scale drawing

Photograph of sample materials being used

Design description

County building permits (if needed)

Neighbors Signatures

**LVE II HOMEOWNERS ASSOCIATION, INC.**  
**Architectural Modification Application Form**

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Unit/Lot #: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

In accordance with the Declaration of Covenants, Conditions & 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).

**Step 1. DESCRIPTION OF MODIFICATION OR ADDITION:** The description must include complete information necessary to thoroughly understand anticipated modifications or additions such as the height, width, size, shape, color, etc. **Please submit photographs, sketches, brochures, county building permits, and a copy of your plat with the location of the improvement(s) indicated on it.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 2: Acknowledgment by all surrounding property owners is needed. Their signatures (below) indicate awareness of intent and do not constitute approval or disapproval. (Use additional sheet if necessary).**

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

**Step 3: Owner's acknowledgment: I/we understand that:**

1. Material herein contained shall represent alternations that comply with the zoning and building codes of the County of Loudoun. 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.

2. No work shall commence until written approval of the Board of Directors has been received by me/us. Any alteration 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.
3. All approved alterations must be completed within 6 months of final approval.
4. Approval is contingent upon all work being completed in a workmanlike manner. Members of the Board of Directors may make a routine inspection.
5. This request is subject to restrictions by the Covenants and a review process as established by the Board of Directors. 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 Board.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only:*

Homeowner Name: \_\_\_\_\_ Address: \_\_\_\_\_

Date received by Management: \_\_\_\_\_

**STEP 4: Board of Directors**

Date Received By Board of Directors: \_\_\_\_\_

*Note: Board of Directors Final Approval/Disapproval must be completed not later than 30 days from receipt from Cardinal Management after tentative approval/disapproval.*

- ( ) Final approval as requested.
- ( ) Final approval subject to the following conditions/modifications. (See Comments)
- ( ) Disapproved for the following reasons. (See Comments)

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Signature - Board of Directors Chairman

\_\_\_\_\_  
 Date

*Office Use Only:*

Date received from Board of Directors: \_\_\_\_\_

Date final approval/disapproval letter is sent to homeowner: \_\_\_\_\_

Return To: Loudoun Valley HOA, Clubhouse 43100 Barnstead Drive, Ashburn, VA 20148  
 Phone: 703-723-4819 Fax: 703-723-4787