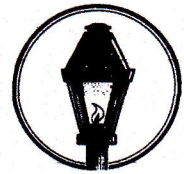


**DRY RUN COMMONS
IMPROVEMENT
APPLICATION**



Date of application: _____

Name of applicant: _____

Name of property owner, if different: _____

Address of proposed improvement: _____

Contractor name, address, phone number: _____

Description of improvement: _____

Approximate dates for work: Start: _____ Completion: _____

Submit with this application: a drawing or plan showing the location of the improvement relative to the existing building(s) and lot lines, as well as a drawing, picture, or brochure showing the appearance of proposed improvement.

Per the DRC covenants (Article XI, Architectural Review, Section 1): It is the responsibility of the homeowner(s) to secure necessary municipal building permit(s) and to ensure improvements and work comply with all applicable state and local laws and ordinances.

Property owner signature: _____

BOARD OF DIRECTORS USE ONLY

DATE RECEIVED: _____

_____ Design is **APPROVED** without exception

_____ Design is **APPROVED** with the following terms and conditions: _____

_____ Design is **DENIED** for the following reason(s): _____

By: Signatures:

Printed Names:

Date:

ARCHITECTURAL CHANGE REQUEST FORM INSTRUCTIONS

Please follow the instructions carefully to prevent delays in processing and approval.

- 1) Provide ALL of the required information requested on the following pages.
- 2) Be as specific as possible
- 3) This form can be used for multiple improvements.
- 4) You will be notified in writing of the decision of the Board of Directors within forty-five (45) days of receipt of your completed documents. By approving this request, the Board of Directors and Coventry Group are not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise throughout any stage of this change or thereafter.

** To avoid incurring fines, DO NOT begin construction or modification until you have received this approval from the Board**

SUBMISSION CHECKLIST:

- ☐ Application
- ☐ Supporting documentation (pictures, plat, etc.)

Please send packet to: Coventry Group Community Management, Inc.
P.O. Box 2580
Winchester, VA 22604

Or Email to: admin@coventrygrp.com – please put “ARC Request” with your address in the subject line