

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**

Dry Run Commons Improvement Application

Date of application _____

Name of applicant _____

Name of property owner _____

Telephone number _____

Address of proposed improvement _____

Contractor: name, address, phone # _____

Description of improvement _____

Approximate date work to begin _____

Approximate date work to be completed _____

Include a drawing showing the location of the improvement relative to the existing building(s) and lot lines.

Include a drawing, picture or brochure showing new improvement.

BOARD OF DIRECTORS USE ONLY:

Your request for the above addition or alteration has been:

Date Received:

_____ Approved without exception

_____ Approved with the following terms and conditions: _____

_____ Denied for the following reason(s): _____

By:	Signatures	Printed Names	Date
	_____	_____	_____
	_____	_____	_____