

**CHURCHILL SQUARE ASSOCIATION, INC.**  
**ARCHITECTURAL IMPROVEMENT REQUEST FORM**

*(Note: paper requests must be submitted in duplicate, including all attachments)*

**WORK MAY NOT COMMENCE UNTIL APPROVAL IS RECEIVED IN WRITING**

*(Allow **30 days** from receipt by ARB/Board for review process)*

**TO:** [Board@ChurchillSquareAssociation.com](mailto:Board@ChurchillSquareAssociation.com) *(preferred method)*

**OR**

Architectural Review Board  
Churchill Square Association, Inc.  
P.O. Box 434  
Dunn Loring, VA 22027-0434

Name of Applicant: \_\_\_\_\_

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

City: Falls Church State: Virginia Zip: 22043-2935

Lot: \_\_\_\_\_ Block: N/A Section: N/A

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

**Declaration of Covenants, Conditions & Restrictions - Article VII, Architectural Control:** *No building, fence, wall or other structure shall be commenced, erected or maintained upon the Properties, nor shall any exterior addition to or change or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing as to the harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Association, or by an architectural committee composed of three (3) or more representatives appointed by the Board. In the event said Board, or its designated committee, fails to approve or disapprove such design and location within thirty (30) days after said plans and specifications have been submitted to it, approval will not be required and this Article will be deemed fully complied with.*

**Note:** All fence replacements **must** be constructed from **cedar** and **must** be board-on-board (also referred to as shadow box) **with** a cap rail. Gates have an arched top. Dimensional lumbers sizes used - Posts are all 4"x4", Pickets are 1"x6" (with 3.5" actual spacing). This form is required for all fence replacements.

Proposed Improvement: *(use additional sheets as necessary)*

**CHURCHILL SQUARE ASSOCIATION, INC.**  
**ARCHITECTURAL IMPROVEMENT REQUEST FORM**

*(Note: paper requests must be submitted in duplicate, including all attachments)*

**Applicant must complete the following and submit in duplicate with application:**

1. Site plan showing size, shape and locations of improvement to residence and to adjoining properties (including specific dimensions of improvement and distances to adjoining properties).
2. Manufacturer's brochure, if available.
3. Color samples, if applicable.
4. Architectural plans/drawings (for major additions/improvements).
5. Grading plan, if applicable.
6. Detailed written description of improvement (if not provided application will be returned pending additional information):

Applicant hereby warrants that Applicant shall assume full responsibility for:

- i. All landscaping, grading and/or drainage issues relating to the improvements (including replacing bonds or escrows posted by Developer currently in place affecting the lot);
- ii. Obtaining all required city, Town or County approvals relating to said improvements;
- iii. Complying with all applicable City, Town or County ordinances;
- iv. Any damage to adjoining property (*including common area*) or injury to third persons associated with the improvements.
- v. Applicant hereby states that they have read the ARB guidelines and agree that all work performed will be in compliance with those guidelines.
- vi. Applicant hereby *grants the ARB access to their property* for the purpose of inspecting the compliance of work in progress and to perform a final inspection upon completion.

---

Signature of Applicant

---

Date

**CHURCHILL SQUARE ASSOCIATION, INC.**  
**ARCHITECTURAL IMPROVEMENT REQUEST FORM**  
*(Note: paper requests must be submitted in duplicate, including all attachments)*

**ARCHITECTURAL REVIEW BOARD RESPONSE**

**Date Application Received:** \_\_\_\_\_

- Request approved as submitted.**
- Request approved subject to:**

**Response suspended pending submission of:**

**Request disapproved because:**

\_\_\_\_\_  
**Signature – ARB Member**

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

**CHURCHILL SQUARE ASSOCIATION, INC.**  
**ARCHITECTURAL IMPROVEMENT REQUEST FORM**  
*(Note: paper requests must be submitted in duplicate, including all attachments)*

**ARCHITECTURAL REVIEW BOARD FINAL INSPECTION**

**Date of Final Inspection:** \_\_\_\_\_

\_\_\_\_\_  
**Signature – ARB Member**

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