



**PARKSIDE VILLAGE HOMEOWNERS ASSOCIATION**

**ARCHITECTURAL REVIEW BOARD  
MODIFICATION APPLICATION**

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_ Crozet, VA 22932  
PSV Lot # : \_\_\_\_\_  
Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**DESCRIPTION OF PROPOSED CHANGE:**

Please include description of materials, colors, designs, etc. to be used. Attach additional sheets if necessary. Separate applications are required for each proposed change.


**FEES:**

**\$25 for major improvements involving new construction; \$0 for minor improvements or changes affecting the property.** Contact the ARB to determine if the project is deemed a major or minor improvement prior to submitting the application. **Application fees are non-refundable.** Re-submittals prior to six (6) months from original application shall not require an additional fee. Make check payable to *Parkside Village HOA*.

**REQUIRED ADDITIONAL ATTACHMENTS: PROVIDE (3) COMPLETE SETS**

- Plat or site plan detailing locations of all structures, existing and proposed, all landscape improvements, fencing, decks, or lighting locations, including a north arrow, dimensions of the lot and the improvements, and setbacks. The minimum scale shall be one inch = 40 feet, and the scale shall be noted.
- Building elevations of 1/8 inch = 1 foot minimum scale shall be provided. All materials and colors shall be noted on the elevations along with the name, address, and telephone number of the architect.
- For new fence installations, a drawing shall be submitted that includes a partial elevation of a typical fence section, and elevation of typical gate, and a cross-section indicating the construction of the fence. The drawing shall also include color and size.
- Color and material samples. All paint color changes require a picture showing current color and sample of proposed color.
- Photograph of site location.

Proposed Start Date: \_\_\_\_\_ Proposed Finish Date: \_\_\_\_\_ Contractor's Name: \_\_\_\_\_

**PLEASE NOTE:** Your application may be delayed or not approved if it is incomplete or cannot be understood.



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**HOMEOWNER'S ACKNOWLEDGEMENT:** I/we understand and state that:  
I /We have completed this application in good faith and state that it accurately represents the alterations I/we propose to make.

Proposed modifications must fully comply with the Albemarle County zoning and building codes. The Architectural Review Board (ARB) has no authority to waive any county, state, or national code. Further, nothing in this application or its approval will be understood as a waiver of those restrictions. I am/ We are responsible for obtaining all necessary permits prior to construction.

Construction modification work may not commence until written approval has been received from the ARB. Non-compliance with this provision may require the property be returned to its former condition at my/our own expense, including all legal fees by the HOA to enforce this action.

Representatives of the reviewing board are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and such entry does not constitute a trespass.

Approval is contingent upon work being completed in a professional manner and in full compliance with the ARB approved application. Executed construction modifications that are not in compliance with the ARB-approved application will be removed or repaired at my/our own risk and expense, including any legal fees by the HOA to enforce this action.

Any variation from the original application must be resubmitted for approval.

I/we will be solely liable for any and all claims including, without limitation, claim for property damage and or personal injury that may result from the requested construction modifications. I/we hereby indemnify Parkside Village Homeowners Association, Inc., the Board, and the ARB from and against any and all such claims. Moreover, I/we accept all responsibility for maintenance, repair and upkeep of said construction modifications.

I/We certify that I am/we are the owner(s) of the above property and I/we understand that if I/we transfer the property prior to completion of the final approval of this application by the reviewing board, this application shall be deemed to be withdrawn.

**UPON APPROVAL, THE PROJECT MUST BE COMPLETED WITHIN 60 DAYS FROM THE START OF CONSTRUCTION.**

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For the ARB use only:*

Date received by ARB: \_\_\_\_\_

*Decision by the Architectural Review Board:*

Approved:	Not Approved:	Approved with Rev's:
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ARB Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit (2) copies of this application with all required attachments and fees to:**  
Parkside Village Homeowners Association  
Architectural Review Board  
PO Box 777  
Crozet VA 22932