

*This form should be submitted as described in Paragraph 8 below*

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## Hillsdale Community Association

### INSTRUCTIONS:

1. Ensure all blanks of the application are completed.
2. Unit owner understands and agrees that no work on this request shall commence until WRITTEN approval of the Architectural Committee has been received.
3. Once approved, construction must be completed within six (6) months and must be done in a way that does not unreasonably disturb or interfere with neighboring units.
4. Applicant has the responsibility for the removal of any debris resulting from the construction in a timely manner and maintaining the work site as neat as practical during construction.
5. Construction must meet all zoning and building laws of the County of Fairfax. For information regarding zoning and construction specification/building permits, call 703-324-1300 in Fairfax. Further, nothing herein contained shall be construed as a waiver or modification of any such code or law.
6. Where applicable, utility easements (the areas containing underground cables, pipes, etc.) are to be marked **BEFORE ANY** excavation is started. This service is provided **FREE OF CHARGE** and is **REQUIRED** in order to provide for your safety. If you or your contractor are digging, at least 48 HOURS before digging commences, you **MUST** call "MISS UTILITY" (<http://www.missutilityofvirginia.com/>) at **1-800-552-7001** first, to determine the location of underground telephone, electric, gas, sewer, and TV Cables. **NOTE: YOU ARE NOT ONLY RISKING POSSIBLE INJURY IF YOU DIG INTO THE WRONG CABLE, BUT ARE ALSO RISKING A FINE FROM THE COMPANY IF YOU SEVER THEIR CABLES.** Play it safe and call.
7. Requests from unit owners with delinquent assessment accounts will be denied on the basis of the account delinquency. Once the assessment account is paid to date, the Architectural Committee will review and act on the request.
8. Submit the completed form to SFMC, Inc. Attn: ARC Applications either via e-mail at [arcapplications@sfmtcinc.com](mailto:arcapplications@sfmtcinc.com) or by regular mail to 12084 Cadet Ct, Manassas, VA 20109.
9. A written response will be provided to you following the review.
10. Should the committee require additional information, your request will be deferred until the additional information is received.
11. Misrepresentation of any items in this request, either oral or written, may void the approval by the committee and could result in the disassembly/returning of the area to the original configuration at the applicant's expense.

I have read the current Architectural Committee Guidelines and the proposed change or addition meets the requirements specified in these guidelines.

Applicant's Signature: \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Lot # \_\_\_\_\_

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

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

Work/Daytime phone number: \_\_\_\_\_ Home number: \_\_\_\_\_

**VERBAL DESCRIPTION:**

**GRAPHIC DESCRIPTION:**

1. Please make a sketch (as best as you can) showing at a minimum, the style, type of materials to be used for construction, dimensions, color of proposed change or addition and distance from property line. If you're changing paint color schemes, please attach sample color chips for review.
2. If the Installation/addition affects your yard, Include a drawing of your property Indicating the exact location of the construction or, if the construction is adding an item purchased from a store (such as a storm door), please provide advertising or catalogue copy for review.