

Hethwood Foundation

750 Hethwood Blvd., #100 H Blacksburg, Va. 24060 540-552-5252 info@hethwoodfoundation.com

APPLICATION FOR ARCHITECTURAL CHANGE/ADDITION (Revised 2017)

Applicant Name _____ Signature _____
Address _____ Telephone # _____
E-mail Address _____ Cell Phone# _____

ATTACHMENTS:

For Office Use

1. Brief narrative describing the proposed project's general appearance, visual impact on neighboring property and special measures to be taken to maintain the architectural harmony of the neighborhood.
2. A dimensioned plan drawn to a defined scale showing the character and location of the proposed change/addition on the site. In many instances, a plat of the property may be more appropriate (such as an addition to the home, fencing or accessory storage building) and can be obtained from the Montgomery County Courthouse.
3. Preliminary construction drawing showing materials, colors, textures, and additional notes relevant to determining appropriateness of the proposed change/addition at the location indicated.
4. To assist us in expediting the approval process, please list the **name, address and telephone numbers** of any adjacent property owners(s). Have you contacted your neighbors regarding this change?
_____ yes no
_____ yes no
_____ yes no
_____ yes no
5. Projected completion date of project _____. If date changes please contact the Hethwood office.

Prior to construction the applicant is responsible for checking with the Town of Blacksburg Planning Department to determine building and zoning ordinances that may apply. The applicant is responsible for obtaining the necessary building and/or zoning permits from the Town of Blacksburg.

Date Received in Hethwood Office _____ Notes: _____
Date to ACC _____ Date Due from ACC _____ Date Due to Homeowner _____
APPROVED _____ NOT APPROVED _____
APPROVED WITH CONDITIONS NOTED _____

Architectural Committee _____ Date _____

Hethwood Foundation, Inc. _____ Date _____

**THE FOLLOWING ARE STEPS FOR OBTAINING APPROVAL
FOR ARCHITECTURAL CHANGE/ADDITION**

- A. Applicant obtains a copy of relevant regulations and procedures *and* an application form from the Hethwood Foundation. *We ask that a homeowner wishing to make a change or addition, invite the ACC to their homes for consultation and advice before making a formal application for change.*
- B. Applicant files application with the Hethwood Foundation who will verify completeness. The thirty days approval process will start only after the application is complete, with all the necessary attachments (listed on front page) for an informed decision. The application will be given to the Architectural Control Committee (ACC).
- C. The Architectural Control Committee may discuss the proposal with the applicant and also may contact adjacent neighbors. The Architectural Committee will then make a determination as to the extent to which the proposed change/addition would be in conformance with policies and standards, and if indicated, convey suggestions as to how the application might be amended to produce conformance.
- D. The Architectural Control Committee will then transmit its report and recommendations concerning the application (in either it's original or amended form as the case may be) to the Hethwood Foundation.
- E. Upon receipt of the recommendation, the Hethwood Foundation will determine final approval or denial. The applicant will be sent a letter to that effect, which will convey any special requirements that may have been imposed as a condition of the approval.
- F. If the application is approved, all work must be completed in a timely manner and the Hethwood Foundation office requests a photograph of the finished product to be put with the application in your file.
- G. If the application is denied, the Hethwood Foundation will communicate that fact to the applicant and the Architectural Control Committee.
- H. Any affected party may appeal the decision to the Hethwood Foundation Board of Directors, which has the final say in the matter.

***The following are some helpful tips and common questions the Hethwood Foundation and the members of our Architectural Control Committees has come across over the years.**

Stroubles Mill:

Fencing Guidelines:

Screen or Privacy Fences – This type of fence is typically used to hide inappropriate views, protect property, and inhibit trespassing. The characteristics of the fence are usually tall in height (4-6 feet), and do not completely enclose the property or portions of the property.

Decorative Fences – This type of fence is typically used to define boundaries on the property, it can also be used to enhance or augment landscaping. The characteristics of this fence are low in height (typically 3-4 feet) and ornamental in utility.

Enclosed Fences – This type of fence is often used to enclose the backyard. The characteristics of this fence are low in height (typically 4 feet), are gated and enclose the backyard with the home as one barrier.

**No chain link fences. No fence shall be installed past the front plane of the house. Partial fences in front of the house will be considered individually by the Architectural Control Committee. All other fences must be of limited height, properly maintained and to be installed with the “good side” facing out. All fences are subject to approval by the Stroubles Mill ACC and the Hethwood Foundation.*

Mission Hills:

The Mission Hills neighborhood has typically not used white as part of its approved color pallet as an exterior color for your home/windows/doors/etc. It is acceptable in some cases to have ivory, taupe, or other light colors that would complement the house. The Mission Hills neighborhood typically approves earth tones within its color pallet.

**No building, fence, wall or other structure shall be commenced, erected or maintained within Hethwood 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, color and location of the same shall have been submitted to and approved in writing as to harmony of external design and location in relation to surrounding structures and topography by the Board of Directors of the Hethwood Foundation, Inc. or by an Architectural Control Committee.*

