

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.