

# Hethwood Foundation

750 Hethwood Blvd, 100 H Blacksburg, VA 24060  
Contact Us (540)552-5252/ info@hethwoodfoundation.com  
*Application for Architectural Change*

Homeowner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\*If you are planning to start multiple projects, each individual project will need its own separate application. \*

**Location of improvement** (check actual areas that apply):

Front of Dwelling     Back of Dwelling     Side of Dwelling     Roof of Dwelling     Other: \_\_\_\_\_

**Project Type:** (Select one. Please fill out a separate form for each project request.)

**Review the third/fourth page for the required information and supporting document to include for each project type.**

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Arbor/Awning      | <input type="checkbox"/> Gazebo           | <input type="checkbox"/> Playscape      | <input type="checkbox"/> Storm Windows/ Doors |
| <input type="checkbox"/> Basketball Goal   | <input type="checkbox"/> House Addition   | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Other: _____         |
| <input type="checkbox"/> Deck              | <input type="checkbox"/> Hardscape        | <input type="checkbox"/> Roof           |   |
| <input type="checkbox"/> Exterior Painting | <input type="checkbox"/> New Construction | <input type="checkbox"/> Satellite Dish |   |
| <input type="checkbox"/> Fence             | <input type="checkbox"/> Patio            | <input type="checkbox"/> Shed           |   |

Description of Proposed Change: (Please print or type)

Describe all proposed improvements, alterations, or changes to your lot or home. To be considered by the review committee your application must include detailed information describing the proposed change. Typically, plans and specifications including sketches, drawings, clippings, pictures, catalog illustrations, etc. showing the nature, kind, shape, color, dimensions, and materials; and a copy of your house location survey (recorded plat) with the location of the modification marked, etc. to fully describe the proposed change.

\_\_\_\_\_  
\_\_\_\_\_

Is this request in response to a violation letter you have received?  Yes  No    Is this a corner lot?  Yes  No

Work will be completed by:  Myself/Homeowner     Contractor

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

Contractor Contact Information: \_\_\_\_\_

\* \*If requesting to Install a fence, please answer the following:

Height of proposed fence? \_\_\_\_\_ Style of proposed fence? \_\_\_\_\_ Material Type? \_\_\_\_\_

Finish of proposed fence (Stain color, Natural, Unfinished, etc.) \_\_\_\_\_

It is recommended that a survey is performed to ensure that the requested improvement installed on the property is not encroaching on a neighboring property. Each homeowner is responsible for any encroachment issues that arise.

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Estimated Start and Completion Date: \_\_\_\_\_

## Neighbors' Acknowledgements:

You are requested to obtain the signature of all lot owners whose lots are adjacent to your lot. Signature by your neighbors indicates an awareness of your proposed change and does not constitute approval or disapproval on their part.

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

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

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

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

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

## **Homeowner's Acknowledgement (Please read and initial):**

\_\_\_\_ Work not to begin until homeowner receives a formal application approval from the Architectural Change Committee. If any structures are erected before approval, the ACC Committee may mandate removal at the homeowner's expense.

\_\_\_\_ Homeowner accepts full liability for any unapproved/premature improvements and may be required to remove unapproved improvements.

\_\_\_\_ Homeowners are responsible for any building permits that may be required, building code compliance, survey of property lines, and arranging for required inspections and approvals. County or city approval does not constitute Association approval.

\_\_\_\_ Homeowner is responsible for any landscaping, grading, and/or drainage issues relating to said improvements.

\_\_\_\_ Homeowner is responsible for any damage to adjoining property, common area, or injury to third persons associated with improvements.

\_\_\_\_ Homeowner hereby grants permission to the ACC Committee to make reasonable observations and inspections associated with the modification request and completion of the project.

\_\_\_\_ Modifications are to be constructed as approved and placed within your property lines. If final install does not comply with guidelines, relocation will be at the homeowner's expense.

\_\_\_\_ Applications that lack information necessary for a full evaluation of the proposed change will not be approved.

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## Application Must Include:

- Color:** Manufacturer, swatch number, and color (provide an image of the swatch/ an example)
- Size:** Specify dimensions for all exterior sheds, patios, or decks. For Windows and Doors include manufacturer, type, style, color, and window grid pattern. (Provide an example)
- Design:** Specify design and style of all doors, fences, sheds, patios, or decks. Provide specific dimensions. (Provide an example)
- Drawings/ Photos:** Provide all necessary drawings and photos that will ensure the proposed modification is fully understood.
- Timeline:** Specify estimated start and completion dates for the proposed work. If these dates change, homeowners must notify the Committee through the Foundation office.
- Material:** Submit the application with all pertinent material samples (e.g., roof shingles, etc.)

Under each of the most common headings below, all the items listed must be submitted. Please refer to the Forms & Links section of our website [www.hethwoodfoundation.com](http://www.hethwoodfoundation.com) for other necessary information required for modifications such as accessory storage structures, alternative energy sources, satellite dish, etc.:

### PATIO or WALKWAY

- Lot survey, plat or outline showing the location of the patio or walkway.
- List of materials to be used.

### EXTERIOR DECORATIVE OBJECTS, LIGHTING, ETC.

- Description of object (include a picture or sketch)
- Lot survey, plat or outline showing the location of object
- Dimensions

### PLAYHOUSES, PLAY EQUIPMENT, OR HOT TUBS

- Lot survey, plat or outline showing the location the of item
- Photo or sketch of item
- Dimensions
- Materials

### ROOF

- Manufacturer for the shingles
- Color and type of shingles to be used
- Physical sample or color image designating color/type of the shingles

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## FENCING

- Picture or drawing of fence type
- Dimensions (including height)
- Color
- Lot survey, plat or outline showing the location of the fence and any gates in relation to the home and property lines.
- Materials
- The “good side” or “smooth side” of the fence should face your neighbors

## DECK/ PORCH

- Picture or drawing
- Dimensions
- Plat or outline showing the location (in most cases may not extend past sides of home)
- Materials

## EXTERIOR PAINTING

- Current photograph of your home
- Area of home to be painted (examples include body, trim, shutters, front/ back door, etc.)
- Paint manufacturer, color, type (include paint swatch/sample from paint manufacturer)

## STORM WINDOWS/ DOORS

- Picture depicting type of storm window/ door to be installed
- Color for windows/ doors and trim color
- Picture indicating which windows/ doors will be replaced

## BUILDING ADDITIONS

- Plat or outline showing the location of the addition
- Detailed architectural drawing of addition including...
- Dimensions
- Colors
- Materials

## ANY OTHER PROJECTS NOT LISTED ABOVE

- Lot survey, plat or outline showing the location
- Detailed description of the project
- Photo or Drawing
- Materials

***\*CONTACT THE HETHWOOD FOUNDATION OFFICE WITH ANY QUESTIONS\****