

**APPLICATION FOR ARCHITECTURAL REVIEW**  
**(email to Philip Adams, Manager at**  
**PAdams@communitygroup.com)**

Please complete **Section I below** and submit to the Architectural Review Committee (“ARC”) along with any applicable photos, samples of materials or colors, and a copy of your plans and specifications. **Be sure to read the most recent version of the Ashcroft ARC Rules and Guidelines (the “Rules”) before completing this Application, which is available on the Ashcroft website.** Attached to this Application is (i) a checklist of all required signatures, documents, and information (“Attachment A”), and (ii) a copy of Section 2 of the Rules that provides more information on the Application review and appeal process (“Attachment B”).

<b>Section I – To be Completed by Applicant</b>
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Section I – Required Information.

Owner’s Name (include all lot owner names) :	_____
Owner’s Address	_____ _____
Street Address of Property	_____
Phone Numbers	Cell Phone: _____ Business Number: _____ Home Number: _____
Email Address	_____ _____
Today’s Date: _____	Expected Completion Date: _____

Brief Description of Project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

By signing below, I acknowledge and understand my Application is subject to the following:

- A. That the Ashcroft Neighborhood Association reserves the right to require removal or repair of the proposed improvements at my expenses if the above Project is not completed per the approved plans and specification within one (1) year from the date you are notified of the of approval of the Application. Extensions must be requested in writing.
- B. I have notified the neighbors adjoining my lot and obtained their signatures below which reflect that they are aware of the proposed project. I understand that the ARC may require me to notify additional neighbors of my Application.
- C. I grant the ARC permission to (i) enter onto my property, from time to time (before, during, and after completion of the construction), with or without advance notice, to review the construction of the proposed Project, and (ii) discuss the proposed Project with other lot owners in Ashcroft.

- D. I must notify the ARC when the Project is completed so that ARC may, if it deems it appropriate, to conduct a final inspection.
- E. I understand that any communications between myself and any ARC member will not be deemed confidential and may be disclosed to the ANA Board and other Ashcroft neighbors.
- F. I understand that scope of the ARC's review is limited to the factors states in Section 2.2 of Exhibit B and that the ARC does not review or render an opinion on any engineering aspect of or my Project or whether your Project complies with the applicable Building Codes or any local, state, or federal law, rule, or regulation.
- G. I further understand that ARC will not review or render an opinion on whether my project conforms to any view easement or other use restriction that is applicable to my property
- H. I understand that I may appeal any decision of the ARC per Section 2.3.3. of the Rules.

**Signature of Lot Owners (if Lot is jointly owned, both lot owners must sign the Application.)**

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

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

**Signatures of Adjoining Lot owners:**

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

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

<b>Section II - To Be Completed by ARC</b>
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Date of Submission of Application: \_\_\_\_\_

Date of Notification of Deficiencies in Application: \_\_\_\_\_

Deadline for Response (60 days from submission of complete Application):

\_\_\_\_\_  
Dates of Site Visit: \_\_\_\_\_

Members Present: \_\_\_\_\_

Date Plans are Approved \_\_\_\_\_ or Disapproved \_\_\_\_\_

Conditions of Approval:

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

Deadline for Appeal of ARC Decision to the Board: \_\_\_\_\_

**Attachment A –**

Ashcroft ARC  
Checklist for Applications of  
New/Modified Structures (including Pools, Spas, Fences) and Major Landscaping

1. Address of request:

\_\_\_\_\_.

2. Documents to be included in the application package (unless waived by ARC):

a. Completed application that is,

i. \_\_\_ Signed by applicant(s)

ii. \_\_\_ Signed by adjoining lot owner(s) (or email confirmation from adjoining landowner of receipt of the application if signature of adjoining lot owner cannot be obtained with reasonable efforts).

b. Site plan (see section 2.3.1 of Exhibit B) including, as appropriate, the following:

i. \_\_\_ Diagram or Plat of the property showing location of structure and any applicable set back restrictions. For a spa or swimming pool, the diagram must show the location of any associated filtration system(s).

ii. \_\_\_ Detailed drawing of the structure design.

iii. \_\_\_ Landscaping plan, including screening, of the structure.

iv. \_\_\_ Grading and reseeding plan. Note: Grading cannot change surface drainage onto adjoining landowner's land.

v. \_\_\_ Location and type of any fencing. Note: Determine if fencing will affect views or require additional screening.

vi. \_\_\_ Exterior Lighting – including the lumens for each bulb and, for uplighting, the total lumens for all bulbs.

## Attachment B -

### 2. APPLICATION PROCESS – Extracted from August 2024 ARC Rules and Guidelines

#### 2.1 What Projects Require ARC Approval?

Article VI, Section 6.03, of the CCR and these ARC Rules state what Projects must have ARC approval. Please become familiar with them.

ARC approval is not limited to major alterations such as adding a room or deck to a Lot but includes any alterations or removal of existing exterior items (including the exterior color and materials). An Owner who proposes a Project that is the same or similar to one already existing on the Lot or previously approved by the ARC (for example, rebuilding an existing deck) still requires submission of an application and ARC approval.

**When in doubt as to whether particular exterior Projects require approval, an Owner should consult an ARC member and obtain a response in writing that no Application or ARC approval is required. If a Project is initiated without approval, the Board may require the Project to be altered or removed.**

#### 2.2 ARC Review Criteria

The ARC evaluates all submissions on the individual merits of the application. ARC evaluation includes consideration of the characteristics of the house model, the individual site, and neighbor's Lots. What may be an acceptable Project in one instance may not be for another. There are no "automatic" approvals. And in extraordinary situations, the ARC has, and may in the future, approve applications for improvements that conflict with the following ARC Rules if necessary due to unique aspects of a particular Lot without waiving the applicability of the Rules to all other Lots.

ARC decisions in reviewing applications are based on the following criteria that are based on the CCR.

1. Validity of Concept. The basic idea must be sound and appropriate to its surroundings.
2. Design Compatibility; Location; Impact on Neighbors. A proposed Project must be compatible with the architectural characteristics of the applicant's house, adjoining houses, and the neighborhood setting. Compatibility is defined as similarity in architectural style, quality of workmanship, construction details, and use of harmonious materials, color, and texture.
3. Scale. The size (in three dimensions) of a proposed Project should relate well to adjacent structures and its surroundings. For example, a large addition to a small house may be inappropriate.
4. Color. Parts of a Project that are similar to the existing house (such as roof and trim) should be harmonized in color.
5. Materials. Continuity is established by use of the same or compatible materials as were used in the original house. The options may be limited somewhat by the design and materials of the original house. For instance, horizontal siding on the original house should be reflected in an addition. Exceptions may be made, for example an addition with wood problems, can be visually objectionable to others, can look cheap and can also create safety hazards.
6. Workmanship. The quality of the workmanship should be equal to or better than the workmanship of the structures on your Lot.
7. Timing. Projects that remain uncompleted for long periods of time are visually objectionable and can be a nuisance and safety hazard for neighbors and the community. All applications must include an estimated starting date and an estimated completion date. If the ARC concludes that the completion time period is unreasonable, the ARC will attempt to negotiate a compromise with the Owner before it disapproves the application. If work cannot be

completed within one year of the approved completion date, an amended application with a revised completion date must be submitted for ARC review and approval.

9. CCR compliance. The following ARC Rules are not exhaustive of the types of improvements that the ARC has the authority to review and approve. Therefore, Owners may submit applications to the ARC for Projects that are not specifically restricted expressly or by implication by the CCR, these ARC Rules, or rules adopted by the Board.

Note: All work must comply with applicable Albemarle County and other governmental codes as well as these ARC Rules. An ARC Application or approval should not be confused with a County building permit. The Owner must apply, or ensure its contractor applies, for building permits and conform to all governmental building codes. **If a Project is modified through the County approval process, the Owner must submit an amended application to the ARC.** This will allow the ARC to maintain a record of Projects to protect current and subsequent Owners.

### 2.3 The ARC Application

1. Complete an application for “Review of Proposed Property Improvements” for all proposed exterior changes to your Lot. The current ARC application can be downloaded from the Ashcroft website [www.ashcroftneighbor.com](http://www.ashcroftneighbor.com).
2. Prior to submitting an application, neighbors that may be affected (noise, construction materials) should be notified and indicate their awareness by signature on the application.
3. A signed/completed application (with detailed drawings/data) must be delivered to the ARC at least 14 days in advance of projected start date to the ARC. An application can be delivered (i) via email at [arc@ashcroftneighbor.com](mailto:arc@ashcroftneighbor.com) (ii) by hand to any current ARC member, or (iii) by placing it in the Ashcroft Mailbox on Lego Drive (with same-day email notification sent to [arc@ashcroftneighbor.com](mailto:arc@ashcroftneighbor.com)). It is your responsibility to make sure the application is received by a member of the ARC. Tenants must collaborate with the Owner, but the Owner must be the one to sign and submit the ARC Application.

Certain sections of these ARC Rules include essential application requirements that are in addition to the general application requirements.

2.3.1. Site Plan. A site plan is required as part of most applications. A site plan is a scaled drawing of your Lot which shows the dimensions of the Lot, existing structures, and the proposed change or addition to the Lot. It is acceptable to utilize the house location survey provided to you when you settled on your home. Contour lines are required where drainage will be modified. Generally, a hand-drawing is sufficient, but more complex applications may require larger scale (20X or 10X scale) blowups of the plat plan.

2.3.2 Application Review Procedures The ARC will check each application for complete information and will meet periodically to review applications. The ARC will attempt, but are not required, to meet the time constraints of urgent applications. The ARC will attempt to decide and present written notice within a reasonable time but in no event later than 60 days after submission of a properly completed application. If the ARC fails to respond to a properly completed application within 60 days after submission, the application will be de facto approved.

Applicants who do not properly complete the application, or provide insufficient information, will be notified and required to submit complete applications prior to ARC review.

Complete applications must conform to these ARC Rules and include all information required by these ARC Rules and the ARC Application Instructions.

**When a Project may negatively affect a neighbor(s), as determined by the applicant or by the ARC, the affected neighbor(s) must be informed of the Project, and the applicant must obtain its neighbors signature on the application that reflects that they are aware of the application. Negatively affected Owners may submit written objections to the ARC at [arc@ashcroftneighbor.com](mailto:arc@ashcroftneighbor.com).**

**ARC's decision will be provided in writing (i) to the applicant, and (ii) any negatively affected neighbor Owners who informed the ARC in writing of an objection to the Project.**

The ARC decision will be one of the following:

1. Approval – Applicant can start the Project upon receipt of the approval letter from the ARC Chair. The approval date begins the 12-month time allotted for the completion of the Project.
2. Approval with conditions – Applicant can start the Project subject to any conditions imposed by ARC. Please note that compliance with any conditions must be verified at the final inspection by the ARC Chair or his/her representative.
3. Denial – Request not approved as identified by specific reasons rendered by the ARC Chair's formal decision letter.

If an Owner elects to cancel the proposed Project, the Owner must notify the ARC of such cancellation.

### 2.3.3 Appeals Procedure

The applicant may appeal a denial, or approval with conditions. When the applicant believes that any of the following criteria apply to the ARC review of an application:

1. The ARC did not follow its procedures.
2. The ARC's decision was inconsistent with the ARC Rules, the CCR, or applicable law.

To initiate the appeals procedure, an applicant must submit a written notice of appeal to the Board within 30 days of receiving the written ARC decision. Owners who are negatively affected by an ARC approval must submit a written notice of appeal to the Board for an appeal within five working days of receipt of the notification the ARC's approval of the Project. The Board will generally review these cases within 60 days but may extend this period if the Board determines this necessary. The notice of appeal must identify the Project, that address of the Project, the name of the person appealing, and a short statement of the grounds for the appeal.

Urgent appeals (appeals that must be heard on an expedited basis due to extenuating circumstances) must be so indicated. The Board will attempt to hear urgent appeals in a timely manner.

The Board will notify the appealing party of the process that will be used for the Owner's appeal. An appeal will be deemed denied unless at least two-thirds of the members of the Board vote to modify or reverse the ARC's decision.

2.4 Construction Time Periods. Applicants should promptly begin the approved Project(s) and must complete the Project(s) within one (1) year of the ARC Chair's letter of approval or conditional approval. Failure to complete the Project in a timely manner, the Project will automatically revoke the approval unless an extension is granted in writing by the ARC. It is the Owner's responsibility to seek any such extension.