



ACC Structural Change Request (SCR)

Instructions: Print page, fill out, sign and submit to any ACC member to begin review process.

DO NOT begin work until ACC approval is received (see page 2).

Name: _____ **Address:** _____

Phone: _____ **E-mail:** _____ **Page 1 of** _____

FAX: _____ **Communication preference:** **E-mail** **FAX** **Mail**

Description of proposed change/improvement anywhere to your home or landscape:
(Include drawings, photos, plans, specs, color chips, etc. in support of description as needed.)

Submission date: _____ **Proposed start/finish dates:** _____ / _____

Homeowner's Signature: _____

1. A typical review takes one week or less. Allow up to 30 days.
2. You are responsible for all permits, if required. One contractor sign during active construction period only.
3. Requests will be handled in accordance with the *Declaration of Covenants, Conditions and Restrictions for Warrenton*, Article V and *Warrenton Design Standards*. (available on our web site)

Approved

Void or Denied (see below)

Approved with stipulations:

Signature: _____ **Signature:** _____

Name: _____ **Name:** _____

Date: _____ **Date:** _____

ABOUT THE ACC REVIEW PROCESS...

Warrenton is an architecturally controlled community BY LAW. We must follow a prescribed process of fair review and control according to Section 5.04 in our Covenants. Although it's the Owner's responsibility to understand these requirements, the ACC is offering assistance to ensure compliance. Everyone benefits in a variety of ways when following these guidelines.

Owners must notify the ACC of any proposed change to a structure by submitting a Structural Change Request form. A structure (Covenants §1.24) is any object anywhere on your lot that affects its appearance, such as your home, landscape, trees, fences, etc. You must initiate a review and get approval prior to physically starting work. This requirement helps to ensure your project complies with the current Warrenton Community Guidelines and Design Standards.

Consequences of not following this process are clearly outlined in the Covenants and can potentially include fines (20% of annual dues per Article V, §5.06) and/or removal of changes at your expense.

HOW DO I KNOW WHEN I NEED TO SUBMIT A STRUCTURAL CHANGE REQUEST FORM?

Submit a form AFTER YOUR PLANNING STAGES if you answer **YES** to:

- ☒ You aren't absolutely sure if you need to get approval
- ☒ Total or partial roof replacement
- ☒ Repainting or refinishing substantially faded surfaces
- ☒ Making a structural change as defined within the Covenants
- ☒ Modifying your home's appearance beyond simple maintenance or repair
- ☒ Changing a color, texture, outline or otherwise altering external appearance
- ☒ Adding a storm door, porch, fence, wall, gate, extending concrete surfaces, etc.
- ☒ Changing landscape beyond similar replacement or routine maintenance

Examples of no change to structures where review and approval is **NOT** required:

- ☒ Restoration, such as cleaning surfaces to remove mildew, stains, dirt, etc.
- ☒ Trimming a large shrub back to a properly scaled size
- ☒ Repairing and painting rotten wooden trim without color change
- ☒ Renewing existing mulch in landscape beds or annual flowers
- ☒ Replacing dead plant material with same or similar types (except Bradford pear tree)
- ☒ Making changes within your home that aren't visible, such as finishing a basement
- ☒ Replacing broken appointments (mailbox, shutter, light fixture) with same style or type

The ACC will attempt to review your request promptly, but must respond within 30 days. Allow more time for large or complex projects. Supply all required information at once. Refer to Covenants Section 5.06 for complete details, or discuss with any ACC member.

This form & submit instructions are available at: <http://groups.yahoo.com/group/Warrenton/> or through any ACC member. Keep costs & time down—go paperless! Join Warrenton's group to receive important community events, announcements, forms, schedules and references. Click sign-up link in upper right corner of Web page. It's safe, secure, convenient, and a private spam-free site.