

**Monticello Woods Homeowners Association, Inc.**  
**Application for Architectural Change**

Please mail or deliver application to:

The Architectural Review Board of Monticello Woods  
103 Bulifants Blvd., Suite A  
Williamsburg, VA 23188

OR

Faxed Requests:  
345-5385

Further Information:  
345-5383 ext. 491

APPLICATION SUBMITTED BY: (Please type or print)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Description of modification(s) desired** - *please provide: full detail of purpose and/ or reason for modification(s), type and color of material(s) to be used, and the location of the modification(s) on the property.*

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*If the request is for a change in paint color, please attach a sample and model number of the paint or stain. If the request is for a structural change, grounds planting, fencing, rearrangement, etc., please attach a copy of your plat which shows your property lines, location of your dwelling on the property and any easements, and show the nature, shape, size, and relative location of the change/ addition you are planning. Ensure your proposal meets all local codes and easement requirements and contact MISS UTILITY at 1-800-552-7001 for guidance on digging and the location of your project. Also please remember VDOT has a 25' easement from the center of the street. This includes of 10' easement on homeowners properties that have restrictions on irrigation, stones, plants, planters etc.*

- NOTES:**
1. Nothing contained herein shall be construed to represent that alteration to land or buildings in accordance with these plans, shall violate any of the protective covenants nor any of the provisions or Building and Zoning Codes of James City County, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.
  2. The Code of James City County for Building Inspections requires that you file an Application for a building permit for structural changes.

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- 3. I understand and agree that no work on this request shall commence until I receive written approval from the Architectural Review Board.
- 4. This application usually takes no longer than 30 days for complete review and an answer delivered to the applicant. In the event additional information is required, the Architectural Review Board will notify the applicant directly.
- 5. The Architectural Review Board shall return a copy of this application to you after review.

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_ **Date:** \_\_\_\_\_

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**PLEASE DO NOT WRITE BELOW THIS SPACE**  
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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date application sent to ARB: \_\_\_\_\_

Date reviewed by ARB: \_\_\_\_\_

Decision of ARB: \_\_\_\_\_ Approved as submitted. Date: \_\_\_\_\_

\_\_\_\_\_ Approved subject to modification(s) listed below.

\_\_\_\_\_ Disapproved for reason(s) listed below.

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Authorized Association Official's signature: \_\_\_\_\_