

**Chaconas Estates Homes Association  
Architectural Control Committee  
Exterior Alteration Application**

Please email this form to the Chaconas Estates Homes Association at [chaconashoaboard@gmail.com](mailto:chaconashoaboard@gmail.com)

**INSTRUCTIONS TO APPLICANT:**

1. Please read the Chaconas Estates Homes Association Covenants **BEFORE** filling out this application.
2. Describe in full detail the proposed change by attaching exhibits, sketches, drawings, clippings pictures, catalogue illustrations, and/or other data to this application.
3. Show location of proposed change on the property using a scale drawing if necessary

**Incomplete applications will be returned for proper completion before any approval action will be taken.**

**Notes:**

All changes to lots must be in compliance with Fairfax County and the Chaconas Estates Homes Association covenants.

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

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

Phone: \_\_\_\_\_

Brief Description of Proposed Change:

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Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

**AGREEMENT OF APPLICANT:**

1. I understand and agree that no work pertaining to this request shall commence until written approval by the Architectural Control Committee has been received.
2. I understand that nothing herein contained shall be to represent that the alterations to land or buildings in accordance with these plans, shall not violate any of the provisions or Building and Zoning Codes of Fairfax County, to which the above property is subject, or shall be construed as a waiver or modification of any said restriction.
3. I understand that any member of the Chaconas Architectural Control Committee is permitted to enter upon my property at any reasonable time for the purpose of inspection of the proposed project while it is in progress and/or at its completion, and that such entry does not constitute a trespass of private property.

4. I understand that my signature on this application indicates that I am aware of the Chaconas Estates Homes Association covenants.
5. I understand that any approval is contingent upon construction or alteration being completed in a workman-like manner.
6. I understand that an approved or rejected copy of this application will be returned to me after review **within 7 days**. A rejected application will include a written explanation by the Architectural Control Committee.

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Architectural Control Committee Use ONLY:**

**Action:**

**Approval:**

**Rejection:**

If you disagree with the decision of the Architectural Control Committee, an appeal process is provided by the full Chaconas Estates Homes Association Board of Directors. A verbal request for said appeal must be made within 48 hours of receipt of the Architectural Control Committees decision, followed by a written appeal request submitted within 5 working days to [chaconashoaboard@gmail.com](mailto:chaconashoaboard@gmail.com).

Architectural Control Committee Form Adopted in on 8 December 2020 at Board Meeting