



Return form and supporting documents to:

Wyndham Forest Modifications Committee
3901 Westerre Parkway, Suite 100
Richmond, VA 23233

Questions? Please contact Eric Rosenberg, Board President/Committee Chair, at rosenberg.eric@gmail.com.

Architectural Design Standards can be viewed on the TownSq app. Applicants are encouraged to email applications to email@communitygroup.com or fax to 346-8640, attention Kenny Durbin.

Cond. Approval _____

Variance Granted for Approval _____

Disapproved _____

The Wyndham Forest Homeowner's Association, Inc.
Application for Approval of Plans for Property Improvement

Date Received _____

Office Number _____

Applicant Name _____

Home Number _____

Do you currently own the lot? ☐ Yes ☐ No

Lot Number _____

Address _____

Email Address _____

Description of request: *(Please be as specific as possible and use the back of this form or attach a separate sheet if necessary.)*

Attach the following as applicable:

- Plot Plan with proposed modification(s) to approximate scale with dimensions.
- Complete description (photos/drawings) as to construction design materials (types and sizes), and color/finish.
- Floor plan, Elevation, Section Drawing (i.e. footings).

I do, by my signature, understand and agree to the following:

1. That The Wyndham Forest Homeowner's Association, Inc. has encouraged me to review these plans with the owners adjacent to our home as a courtesy.
2. That applicable County permits will be obtained and are the sole responsibility of the homeowner to obtain.
3. That all County codes supersede any approvals given and are the sole responsibility of the homeowner to research.
4. That I assume total responsibility for the upkeep and maintenance of all modification(s) made in the area. I also acknowledge that obtaining insurance for the improvement is my responsibility.
5. That the modification(s) will in no way hinder yard care.
6. That I will accept total responsibility for any damage to person or property that may be caused by this modification(s).
7. That the Wyndham Forest Homeowner's Association reserves the right to require removal or repair of the modification at my own expense if: 1) the modification is not constructed or installed as per specifications submitted for approval with this form; or 2) the modification is not maintained in a safe condition; or 3) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the New Construction/Modifications Committee.
8. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review.
9. There is no obligation on the part of the Applicant to ever start this modification. However, if Applicant does not start construction within six (6) months, approval will automatically be revoked without prior notice from the Association. Time extensions may be granted upon receipt of written request, at the discretion of the Association. When extensions are not granted, the application must be resubmitted for review.
10. This document will become part of the lot owner's contract and will inure to any succeeding owners. Lot owner is responsible for disclosure of this document to any subsequent purchasers.

Date

Applicant Signature(s)

DO NOT WRITE BELOW THIS LINE - FOR COMMITTEE USE

Committee Comments:

Date Received by NCC/MOD

Date Reviewed

Reviewed By