



RUTLAND
 11237 Nuckols Rd
 Glen Allen, VA 23059
 (804) 762-4800

MODIFICATIONS APPLICATION

Date Received: _____

Date Reviewed: _____

NEW APPLICATION for MC - RE-SUBMITTAL to MC - MC RECOMMEND TO RCDR -
 NEW APPLICATION for RCDR - RE-SUBMITTAL to RCDR - RESIDENT APPEAL to RCDR -

This section is for office use only:

Conditional Approval: _____ Assigned to Follow-Up: _____
 Variance Granted: _____ Not Approved: _____
 Deferred for Additional Information: _____ Add'l Info Needed: _____

Please fill out completely and make sure that all proper documentation, materials, etc are included with the application, otherwise, the application will be deemed incomplete.

Applicant/Lot Owner Name: _____ Home #: _____
 Address: _____ Office #: _____
 Do you currently own the lot: Yes No Lot #: _____ Email: _____
 Wetlands Near Property?: Exist Do Not Exist Adjacent to Common Area?: Yes No

DESCRIPTION OF REQUEST: *Please check the appropriate box and include any specifications/explanations on the lines provided.*

Addition Landscaping Plan Satellite Dish Patio Storm Door Accessory Building
 Landscaping Accessory Play Structure Fence Screened Porch Other: _____

Attach the following to all applications at submission:

- Actual Site Plan with proposed medication(s) to approximate scale with dimensions.
- Complete Description (photos/drawings) of construction design materials, sizes, color, and finish.
- Material samples of stone, granite, brick, color chips, etc.
- Floor plan(s), elevation(s), section drawing(s) (i.e. footings).

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

1. The Rutland Foundation has encouraged me to review these plans with the owners adjacent to our lot as a courtesy.
2. It is the sole responsibility of the owner to obtain all applicable County permits.
3. That all County codes supersede any approvals given and are the sole responsibility of the owner 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 the Rutland Foundation 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 Modifications Committee.
7. I certify that I have read and agree to follow the rules and regulations pertaining to architectural control and review.
8. 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 Foundation. Time extensions may be granted upon receipt of written request, at the discretion of the Foundation. When extensions are not granted, the application must be resubmitted for review.
9. This document will become part of the owner's contract and will inure to any succeeding owners. Owner is responsible for disclosure of this document to any subsequent purchasers.

Date

Applicant/Lot Owner Signature

DO NOT WRITE BELOW: For Committee Use Only

_____/_____/_____ Date Recv'd by HOA Staff	_____/_____/_____ Date Reviewed by MC	_____/_____/_____ Follow-Up Date	_____ Initial
_____/_____/_____ Date Recv'd by RCDR	_____ Recv'd by	_____/_____/_____ Date Reviewed by RCDR	_____/_____/_____ Date Ltr was sent
			_____ Initial