

# Briar Run Estates Homeowners Association, Inc.

## APPLICATION FOR ARCHITECTURAL CHANGE

Submit to : Clagett Management, Inc.  
115 North Queen Street  
Martinsburg, WV 25401  
(304) 596-6630

**FAX COPIES WILL NOT BE ACCEPTED**

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

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

Owners Address (if Different)\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Directions: (Please print or type)

Please use area below to outline in detail proposed improvements, alterations or changes to your property. Please include details by sketches, drawings, clippings, pictures, colors, size materials other pertinent information. Attach a sketch of proposed alteration. You must submit a copy of your plat with this request. Indicate the exactly where on the plat the improvement will be located. You will be notified in writing of the committee's decision with in ten (10) days of receipt. If you would like you request reviewed for approval with in a specific month, it must be submitted by the 15<sup>th</sup> of that month. Applications received after the 15<sup>th</sup> will be reviewed the following month.

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Signatures:

Signatures of at least four (4) property owners who are most affected because they are adjacent and/or have a view of your change is required. Should one of your neighbors disapprove, please indicate with the reason for their disapproval noted in the comments section. ***Their signatures indicate an awareness of your intent and do NOT constitute approval or disapproval.***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_

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Address: \_\_\_\_\_  
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Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Lot: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Phone: \_\_\_\_\_

Comment: \_\_\_\_\_

Owner's Acknowledgements:

1. **I understand ...NO work on this request shall commence until written approval of the Architectural Review Committee has been received by applicant.**

**OVER**

2. I understand ... that nothing herein contained shall be construed to represent that alterations to land or buildings in accordance with these plans shall violate any of the provisions of building and zoning codes of the count to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

3. ... Any construction or exterior alteration undertaken by applicant or on the applicants behalf before approval of this application is not allowed: that, if alterations are made, the applicant may be required to return the property to its former condition at the applicants expense if this application is disapproved wholly or in part and that I may be required to pay all legal expenses incurred.

4.... Any approval is contingent upon construction or alterations being completed in a workman like manner. By approving this request the committee is not assuming any responsibility for safety, construction, operation, maintenance, accident, injury or claim that may arise from the change or use of this improvement.

5... Members of the Architectural Control Committee and or the Property Manager are permitted to make routine inspection.

6... A copy of this application will be returned to the applicant after review by the Architectural Control Committee with in 30 days of receipt.

7... There are architectural requirements covered by the Covenants and a review board process as established by the Board of Directors.

8.... The alteration authority granted by this application will be revoked automatically if the alterations requested have not commenced within 180 days of the approved date of this application and/or completed by any date specified by the Committee.

9... All proposed improvements must meet county codes. Applicant's signature indicates that these standards have been approved by county and meet code. I understand that application for all required building permit(s) are my responsibility and must be obtained prior to work beginning on project. If approved, I agree to make the changes under the terms and conditions specified in the letter of approval. I agree to maintain all improvements, at my expense, as long as I own any portion of the property. If any portion of the Association property is disturbed or damaged by either myself or my contractor, I agree to be responsible for and to restore the common elements to original or better condition(s).

10... Any variation from the original application must be resubmitted for approval.

Owner/Applicant Signature: \_\_\_\_\_Date: \_\_\_\_\_

**Attachments: (1) Sketch, photo, catalog illustrations, etc.  
(2) Copy of survey marked with Change being requested**

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AR Committee Use Only: \_\_\_\_\_Date Received \_\_\_\_\_

\_\_\_\_\_Approved

\_\_\_\_\_Approved according to the conditions on attached letter

\_\_\_\_\_Suspended Pending submission of: \_\_\_\_\_

\_\_\_\_\_Disapproved

Approval/Denial Date\_\_\_\_\_By: \_\_\_\_\_