

**ARCHITECTURAL CHANGE REQUEST (ACR) APPLICATION**  
**RainTree of Albemarle Homeowner's Association**

Owner: \_\_\_\_\_ Co-Owner: \_\_\_\_\_

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

Owners Home Address (if different) \_\_\_\_\_

City, State, Zip (if different from Charlottesville, VA 22901)  
\_\_\_\_\_

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

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

DESCRIPTION OF PROPOSED EXTERIOR CHANGE OR ALTERATION. Please outline in detail all proposed improvements, alterations or changes to your lot or home. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the Committee in order to make a decision. Please submit a sketch of the proposed alteration, as it will appear when completed. You will be notified in writing of the decision of the committee within sixty (60) days of receipt. By approving this request, the Committee is not assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise from the change in the property. Project must be started within six (6) months and completed within twelve (12) months of such approval. You must submit a copy of the plat of your property with your request. Indicate with a sketch map exactly where the improvement will be located. Requesting approval for the following project (description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List Masonry Materials to be used: \_\_\_\_\_

List Wood Types to be used: \_\_\_\_\_

List Foundation of structure (i.e., concrete footers, concrete slab, sand mix base etc.): \_\_\_\_\_

\_\_\_\_\_

Exterior finish, materials, paint/stain (mark "SAME" if no color change.): \_\_\_\_\_

Area to be painted: \_\_\_\_\_

(Include sketch if description is ambiguous)

**ATTACH DRAWINGS, PLANS, SKETCH SHOWING DESIGN, LOCATION ON LOT, MATERIALS, DIMENSIONS AND ELEVATIONS. ANY CHANGE IN PROPERTY SETBACKS MUST BE CLEARLY DEFINED. PAINT SAMPLE MUST BE ATTACHED IF THE COLOR IS GOING TO CHANGE.**

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Estimated Beginning Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

I understand that approval does not relieve me of the responsibility for obtaining all necessary Building Permits, Variances, and/or serving all local zoning ordinances. If approved by the Board of Directors or Architectural Control Committee, I agree to make the changes under the terms and conditions as specified in the letter of approval. All improvements must be on my property or property lines. If any portion of the Associations property is disturbed or damaged by either my contractor, or myself then I agree to be responsible for and to restore the common elements to their original condition(s).

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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COMMITTEE USE ONLY: \_\_\_\_\_ Date Received. \_\_\_\_\_

Your request for the above change, addition or improvement has been:

\_\_\_\_ Approved without exception.

\_\_\_\_ Approved according to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Disapproved, see below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Subject to the following terms & conditions: **Any changes to the original plan must be resubmitted to the Board of Directors and/or Architectural Control Committee for approval!**

Date: \_\_\_\_\_ By: \_\_\_\_\_

ARCHITECTURAL CONTROL COMMITTEE (ACC)

PLEASE RETURN TO: RainTree HOA via email at [raintreecvillearc@googlegroups.com](mailto:raintreecvillearc@googlegroups.com)

