

Meadowville Landing Homeowner's Association  
Application for Review of Proposed Property Improvements

Date of application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Mailing Address: \_\_\_\_\_

- Meadowville Landing Estates
- Meadowville Landing Villages
- Mount Blanco on the James
- Twin Rivers

Applicant's Phone No. \_\_\_\_\_ Alternative Phone Number \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Description of Request:

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Applications submitted without a plot plan and applicable sketches will be returned  
without approval.

Please refer to Architectural Standards for the required supporting documents needed with your modification request.  
Updated June 2020.

Required for all applications:

- Plot plan with proposed modifications to approximate scale with dimensions clearly marked.
- Complete description (photos/drawings) as to construction design, materials (types and sizes) and color/finish for requested modification.
- Complete description photos, materials, type and color/finish for current house and lot
- Request meets all County and State ordinances, laws and regulations including but not limited to setbacks, rights-of-way, buffers, easements and environmental features. The homeowner is responsible for ensuring this requirement is met. The HOA is not responsible.

Required for additions to homes, sheds or any type of building

- Floor Plan, Elevation and Section Drawing (i.e. footings, foundation)
- Copy of City Building Permit (Required with all requests to construct an addition to a home, shed or outbuilding) Committee will give preliminary approval so that Permit can be requested. Before final approval will be given a copy of the Permit must be provided to receive final approval.

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

1. That the Homeowners 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 the approved specifications submitted with this form; or (2) the modification is not constructed or installed as per the mailed approval letter noting contingencies with approval; or (3) the modification is not maintained in a safe condition; or (4) the modification is not maintained in keeping with the surrounding structures and is not satisfactory to the Board of Directors.

2. I grant the Architectural Review Committee permission to enter upon my property, if necessary, to review proposed modifications and site locations.

3. I grant the Architectural Review Committee permission to enter upon my property to inspect for completion and accuracy of modification after 3 months, once approval is granted.

4. I will notify ACS West, Inc. of Virginia when modification is complete and ready for inspection.

5. I certify that I have read and agree to follow the Meadowville Landing Covenants & Restrictions pertaining to architectural control and review.

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Signatures

Once an application is completed with required attachments and submitted to ARC, the committee shall review the application and shall deem the request approved, conditionally approved with contingencies, or denied.

Please return all Applications to:  
Meadowville Landing Association  
Inc. 1904 Byrd Avenue, Ste 100  
Richmond, VA 23230  
Fax: 804-282-9590 or email: [becca@acswest.org](mailto:becca@acswest.org)

Definitions

- 1. Approval - Applicant can commence requested improvement upon receipt of the approval letter.
- 2. Conditional Approval with Contingencies - Applicant can commence with requested improvement only if contingencies required by the ARC are met.
- 3. Denial - Request not approved, improvement cannot be made. Specific reasons will be noted in a letter by the ARC for denying an application.

NOTE: Applicants must complete modifications within 3 months of the approval date. Failure to commence and complete improvement within the above timeframes will automatically revoke the approval unless extended in writing by the Architectural Review Committee. Should extended time be needed, please notify ACS West, Inc. at [becca@acswest.org](mailto:becca@acswest.org).

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For ARC Use Only

Application Received \_\_\_\_\_

Application is approved as Submitted \_\_\_\_\_

Application is approved with the following Conditions:

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_ Application is denied \_\_\_\_\_ (note reason to be communicated to applicant)

Final Inspection Complete Dated \_\_\_\_