

Oak Park Civic Association

Exterior Modification Application

Revised 9/20/2017

Please send completed application, plat and plans via **email to Theresa Riddle** at theresariddle@netzero.com. If you are unable to email then please mail or hand deliver to the address below.

Oak Park Civic Association, Inc.
c/o Theresa Riddle
2706 Live Oak Lane
Midlothian, VA 23113



The Oak Park Exterior Modification Process

The OAK PARK MODIFICATION REVIEW COMMITTEE is responsible for the review of all applications for modifications to Lots after initial construction, pursuant to Article VI of the Oak Park Declaration.

The modification application will be reviewed and returned as quickly as possible. Applications for emergency situations in which the house/property is suffering damage will be handled on an expedited basis.

Each modification application requires items 1 through 4 below. Please review your Association Documents and Architectural Code BEFORE submitting the modification application.

EXTERIOR MODIFICATION APPLICATION CHECKLIST

1. **Application**

- a. Complete Homeowner information (name, address, telephone, email).
- b. Homeowner's signature(s)
- c. Approximate start and completion dates
- d. Modification description
- e. Application fee (where applicable)

2. **Property Plat** - Improvement location must be marked on plat, if applicable, and submitted with application.

3. **Landscape Plans** - Show a diagram of your house and location of the landscaping modifications/improvements and submit with application. Individual plants should be noted on drawing to scale at maturity.

4. **Material Description** – Attach a photo, picture or detailed drawing, of improvement requested. List all materials and types under “Description of Project” and provide samples as necessary. For landscaping modifications, attach a detailed plant list including name, size and number of each plant.

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Midlothian, VA 23113

**OAK PARK CIVIC ASSOCIATION
EXTERIOR MODIFICATION APPLICATION**

APPLICANT NAME: _____ DATE: _____

The applicant shall be the property owner at the time of the application

PROPERTY ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

PHONE – DAY/CELL: _____ EVENING: _____ FAX: _____

EXPECTED START DATE: _____ EXPECTED COMPLETION DATE: _____

DESCRIPTION OF PROJECT (attach additional pages if necessary):

A check made out to Oak Park Civic Association, Inc. must be included with any application where applicable.

- \$ 450.00 Major modification to new construction plans after final plan approval
- \$ 150.00 Modifications required due to non-conformance with approved new construction plans (in addition to the application fee, the Design Committee will charge for their time working with the designer, builder or owner in finding an acceptable solution at an hourly rate of \$140.00)
- \$ 150.00 Minor modification to new construction plans after final plan approval
- \$ 150.00 Modifications to existing structures requiring a building permit or site visit (house addition, accessory building, shed, porch, sunroom, pool, major re-landscaping of yard)
- \$ 0.00 All other exterior modifications (fence, play structure, minor landscaping/landscaping accessories, change in color, etc.)

NOTE: Architectural plan review is for compliance with Oak Park Covenants and Architectural Code only. Approval does not relieve the applicant from the responsibility for obtaining all other necessary permits and compliance with applicable zoning and building codes.

DO NOT WRITE BELOW THIS AREA

- APPROVED CONDITIONAL APPROVAL
- DENIED PRELIMINARY REVIEW (Not released for construction as additional information is required)

Design/Modification Committee Comments:

REVIEWER(s): _____ DATE: _____

OAK PARK CIVIC ASSOCIATION
EXTERIOR MODIFICATION APPLICATION

APPLICANT NAME: _____

DATE: _____

The applicant shall be the property owner at the time of the application

PROPERTY ADDRESS: _____

1. Association Fees are current? YES _____ NO _____ (*Association Fees must be current for application to be reviewed.*)
2. Is a Building Permit required? YES _____ NO _____

Construction must meet all zoning and building codes, laws and regulations. For further information regarding zoning and permits contact the Chesterfield County Planning Department. Further, nothing contained herein shall be construed as a waiver or modification of any such code or law.

3. Will any of the modifications inhibit the proper flow of rain water runoff, disturb wetlands located on the property or conflict with any other natural aspect of the land? _____ YES _____ NO
4. Does modification meet all standards and requirements in Association documents and Architectural Code? _____ YES _____ NO

FURTHER, I/WE DO agree and understand:

1. The above statements are true;
2. I/we assume total responsibility for the upkeep and maintenance of any modification(s) made to the Lot;
3. I/we accept total responsibility and liability for any modification(s) approved and otherwise release Oak Park Civic Association, Inc. from claim regarding the modification(s);
4. Upon completion I/we shall inform the Association for final inspection; and
5. I/we agree work shall commence within 3 months of approval date and will be completed within 6 months of approval date.

PROPERTY OWNER OF RECORD

PHONE NUMBER

DATE

PROPERTY OWNER OF RECORD

PHONE NUMBER

DATE

Please initial: _____ Note: Plans that are approved are not to be considered authorization to change the drainage plan as installed by the developer. Property owner may also need to acquire approval from the County for permission to encroach within a County easement.

Please ALLOW UP TO 30 DAYS FOR COMPLETION OF THE APPROVAL PROCESS