

Pioneer Heights Property Owners Section I

c/o Cambridge Companies

2509 Valley Avenue

Winchester, VA 22601

Application Form for Request to Make Exterior Changes, Additions, or Improvements

The application form is available at www.pioneerheightssection1.com, or may be requested from Cambridge at (540)662-2300 or info@cambridgeman.com. The following information must be provided on the application form:

1. Name of requester, along with contact information (phone numbers and email address).
2. The address of the location, along with a "Plat" of the lot. (Your lot Plat is on record with the county. If no Plat is available, an accurate drawing with dimensions may be used.)
3. Drawing on the Plat showing what is being built with **exact** measurements to boundaries and to house shown.
4. Drawings or photos of item(s) included in the request.
5. Project plans when available and/or required for permitting.
6. The Application must be signed by the property owner(s).
7. The application form will ask owners to verify full compliance with all applicable building and zoning codes. The ARC has the right to request copies of all compliance approval documentation.

Once the application has been received by the ARC, a timely reply will be issued. Any approved application will be valid for six-months, and all approved work must be completed within that time or the approval will expire. Should the applicant not receive a reply within 10 days an inquiry may be made to the Management Firm.

PLEASE COMPLETE ALL BELOW:

Name _____ Phone _____

PHPOA Address _____ Alt. Phone _____

Mailing Address (if different) _____

Email Address _____ Best method to contact _____

Briefly describe what is being constructed: _____

**Please attach ALL supporting documentation and all items required in items 2-5 above.*

PHS1POA Lot Owner Signature

Date