

Date Received: (mm/dd/yyyy)

LAKE BARCROFT ASSOCIATION  
P. O. BOX 1085, Falls Church, VA 22041  
(703) 941-1927

**LAKE BARCROFT ARCHITECTURAL REVIEW COMMITTEE ("ARC")**  
APPLICATION FORM AND COVER SHEET

Homeowner: Home Phone:  
Street Address: Alternative Phone:  
Email Address: Lot Number: Section:  
Dock/Seawall; Addition; Play Structure; Fence; Deck; Auxiliary Structure; Other

The ARC assists in enhancing and maintaining the quality of Lake Barcroft's built environment and administers the LBA's Architectural Guidelines (<http://www.lakebarcroft.org/docs/association/archguidelines2015.pdf>).

The ARC serves all LBA homeowners. Please contact Chris Lawson at the Association (email: [lachance3@aol.com](mailto:lachance3@aol.com)) for further information.

Your application must include the following:

1. This completed **Cover Sheet** submitted to the LBA office by mail, in person, or by email to the ARC Chair, Kevin Kampschroer ([LakeB.ARC@gmail.com](mailto:LakeB.ARC@gmail.com));
2. A written **Description** of the proposed alteration or addition;
3. **Color Photographs** of the existing property from a wide angle and various views of the area to be altered;
4. **Scale Drawings** & plans, including exterior elevations, prepared by architect, builder, or owner, noting all finishes (e.g., materials, paint colors, etc.) and color samples where helpful;
5. Description of **Landscaping** plan designed to integrate and lessen visual impact of improvement;
6. A copy of your "**Record Plat**" showing all structures on the property. The location of the proposed alteration or addition should be drawn legibly and to scale on that copy;
7. Written **neighbor inputs from each neighbor with an adjoining property line. The ARC cannot take final action on your application until all adjoining neighbors have provided written input or 20 days pass after formal notification, whichever occurs first. If you want the ARC to provide formal notification, please indicate so, and we will do it, however, it may delay the processing of your application** if neighbors do not respond promptly. Neighbors do not have a veto, but may assist the ARC in identifying potential reasons under the Covenants or Guidelines for which approval should not be granted.
8. Any **Additional Information** that will help the Committee to understand the project.

**Owners will be notified of incomplete submissions and will be asked to provide missing items before the Committee can act upon the application.** Common reasons for incompleteness and delays in review include: failure to supply adequate color photos of the property as it is now, lack of landscaping plans, drawings not to scale, and no clear indication of proposed materials/color/finishes.

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The following information will be completed by the Committee and returned to you:

ARCHITECTURAL REVIEW COMMITTEE COMMENTS:

APPROVAL: DISAPPROVAL DATE: (mm/dd/yyyy)