

**Monticello Woods Homeowners Association, Inc.**  
**Application for Architectural Change**

Please mail or deliver application to:

The Architectural Review Board of Monticello Woods  
103 Bulifants Blvd., Suite A  
Williamsburg, VA 23188

OR

Faxed Requests:  
757-345-5385

Further Information:  
757-345-5383 Ext. 489

APPLICATION SUBMITTED BY: (Please type or print)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** Daytime \_\_\_\_\_ Evening \_\_\_\_\_

**FAX:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Description of modification(s) desired** - *please provide: full detail of purpose and/or reason for modification(s), type and color of material(s) to be used, and the location of the modification(s) on the property.*

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*If the request is for a change in paint color, please attach a sample and model number of the paint or stain. For all other requests, please attach a copy of your plat which shows your property lines, location of your dwelling on the property and any easements, and document with scale drawings and pictures the nature, shape, size, and relative location of the change/addition you are proposing. Ensure your proposal meets all local codes and easement requirements and contact MISS UTILITY at 1-800-552-7001 for guidance on digging and the location of your project. Also please remember VDOT has a 25' easement from the center of the street, and Monticello Woods lots typically have 5' side setbacks and 10' rear setback requirements.*

**NOTES:**

1. All properties are subject to the Monticello Woods Declaration in addition to the Building and Zoning Codes of James City County. Nothing herein contained shall be construed as a waiver or modification of their requirements, and approval of this application shall not be construed as modifying or allowing any variation from them. Permits as required by the county shall be obtained and complied with.
2. Please notify the Association Manager when your project is complete. Work must be completed within 6 months of the approval date for this application or such subsequent extensions as may have been approved by the ARB. Once an approved application has expired, a new application must be submitted for remaining work.

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- 3. No work shall commence until written approval from the Architectural Review Board is obtained.
- 4. Missing information will delay the approval process. Once a complete application is received by the Architectural Review Board, review of this application should take no longer than 30 days. In the event additional information is required to process this application, the applicant will be notified.

**Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_ **Date:** \_\_\_\_\_

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**PLEASE DO NOT WRITE BELOW THIS SPACE**  
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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Date application sent to ARB: \_\_\_\_\_

Date reviewed by ARB: \_\_\_\_\_

Decision of ARB: \_\_\_\_\_ Approved as submitted. Date: \_\_\_\_\_

\_\_\_\_\_ Approved subject to modification(s) listed below.

\_\_\_\_\_ Disapproved for reason(s) listed below.

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Authorized Association Official's signature: \_\_\_\_\_