

**STONEBRIDGE PROPERTY OWNERS ASSOCIATION  
ARCHITECTURAL CHANGE REQUEST**

**Name:** \_\_\_\_\_ **Property Address:** \_\_\_\_\_

**Owner Mailing Address (if different):** \_\_\_\_\_

**City, State, Zip (if other than Martinsburg):** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work Phone** \_\_\_\_\_ **Email:** \_\_\_\_\_

Description of proposed exterior change or alteration: Please outline in detail all proposed improvements, alterations, and/or changes to your lot or home. Include color(s), size(s), specifications, materials, location and any other pertinent information needed by the Committee to make a decision. As per Covenants and policies (as well as the current ARC Guidelines document), we require construction that is consistent with Stonebridge's Contemporary Colonial Architecture theme, and earth-tone colors that blend harmoniously with the natural surroundings. Please submit a sketch or plan of the proposed alteration, as it will appear when completed (it is preferred that the submission include a drawing of the alteration on your single lot plat form). You will be notified in writing of the decision of the Committee within thirty (30) days of receipt. By approving this request, neither The Architectural Review Committee nor The Board of Directors is assuming any responsibility for the safety, construction, operation, maintenance, accident, injury or claim that may arise from the change in the property. Project must be started within six (6) months of receiving approval and completed within twelve (12) months. It is also required that the project be actively pursued through completion without any significant work stoppage. Any delay of thirty (30) days or more with the absence of activity can be considered work abandonment and could result in this approval being rescinded. Lastly, when the proposed change or alteration is complete, the property owner must request that a current member of the ARC physically verify that the change or alteration satisfies the approved application. If the completed change or alteration is not consistent with the approved application, the change or alteration must be corrected to meet the approved application.

**Request for approval of the following project:**

**Description:**

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**ATTACHED DRAWINGS, PLAT PLAN SHOWING LOCATION OF IMPROVEMENT, ETC.,  
NEED TO BE SUBMITTED IN DUPLICATE.**

Estimated Start Date \_\_\_\_\_

Estimated Completion Date \_\_\_\_\_

**I understand that approval does not relieve me of the responsibility for obtaining any and all Building Permits, Variances and/or observing all local zoning ordinances. If approved by the Architectural Review Committee, I agree to make the changes under the terms and conditions as specified in the letter of approval. All improvements must be on my property and within property setback lines. If any portion of the Association's property is disturbed or damaged by either my contractor, or myself, I agree to be responsible for and to restore the common elements to their original condition.**

**Signature of Applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

[ **COMMITTEE USE ONLY:** Date Received: \_\_\_\_\_ ]

Your request for the above change, addition or improvement has been:

- \_\_\_\_\_ Approved without exception
- \_\_\_\_\_ Approved according to the conditions listed below
- \_\_\_\_\_ Disapproved, see below

Date: \_\_\_\_\_

Subject to the following terms and conditions:

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**Notwithstanding anything contained in this approval, all plans and construction must meet all County, State, and Federal building codes.**

The Architectural Review Committee will process an Architectural Change Request as soon after receipt as possible, but no longer than 30 days after receipt, unless unusual circumstances impact the review process.

**Please submit application to:**

**Stonebridge POA  
c/o Property Management People, Inc.  
340 Edmond Road, Suite E  
Kearneysville, WV 25430  
Phone: 681-252-0217  
Fax: 304-725-5986**