

REQUEST TO MODIFY PROPERTY
LANDMARK MEWS COMMUNITY ASSOCIATION (LMCA)
P.O. BOX 23713, ALEXANDRIA, VA 22304-9371

FROM: _____ Lot # _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

I/We request that the Covenants Committee consider the following modification(s) to the exterior of my/our property that is briefly described below. The **required** detailed plans and other information [diagrams, brochures, and/or photos], are included as an attachment to this request.

As a condition of approval, I/we personally accept all responsibility for any damage to the surrounding properties or common areas that might occur in connection with this project. Further, I/we accept responsibility for the work being done to meet the requirements of the Landmark Mews *Architectural Standards*. I/We also understand that I/we accept the responsibility for obtaining any Fairfax County permits that are required for this project.

I/We also understand that an email copy of this form will be sent to my/our adjacent neighbors as notification of my/our intentions and to give them an opportunity to comment on this modification.

Signature *Date*

INSTRUCTIONS: Mail this original with attachments to LMCA-Covenants at the above address or by email to covenants@landmarkmews.com. The Committee will confirm receipt of this form and will act on the request within 30 calendar days of receipt. If you do not receive a confirmation within 5 days by email or U.S. mail, contact the Committee.

RECEIVED by: _____ on ___/___/20__ . CONFIRMED by: _____ on ___/___/20__ .

COMMITTEE ACTION: _____ on ___/___/20__ . Certified by: _____

Comments/Conditions: