Exterior Modification Applications
Helpful information for submitting ARC application & documentation.

The following general information is being provided in order to avoid processing delays due to missing or improper documentation when submitting an exterior modification. Almost all changes made to the exterior of your home or lot will require prior approval before work can begin. Always consult the ARC Guidelines www.milestonecommunity.com (located under **Architectural**) before completing any request or work on your property.

1. **Application**
   a. A typed application is preferred but if you must handwrite, please be sure to PRINT and that it is legible. If it can't be read, it may be returned.
   b. **Details of the project must be included**. For example, a fence application should include in the description the fence material, height, open pickets, post caps, style, color (if applicable).   An application for planting trees should include the variety of tree, quantity, height/width at maturity, size when planting, spacing, location, distance from property lines. If you do not have room on the application, please feel free to use an additional sheet – like a Word document.
   c. **Don't forget to sign and date the application**! It must be signed by an owner of the home and listed on the deed. A resident or tenant cannot sign.

2. **Plat**
   a. Depending on the age of your home, you may have been provided a plat map (official survey of the lot) when you purchased your home from the builder or prior owner. A plat shows property lines, easements, utilities, setbacks, etc. We suggest that homeowners make copies of the plat for future applications, keeping the original in a safe place.   (Note – a subdivision plat map OR overhead Google image is not the same and cannot be used.)
   b. The plat has many lines, numbers and symbols on it which can cause errors in reading or confusion if the homeowner does not use a colored pen/pencil or thin marker when drawing on it. ==For this reason, we ask that you always use something other than blue or black ink when marking a plat and writing should be large enough to differentiate from other plat markings.==
   c. Providing a hand drawing or drawing from a contractor's proposal is supplemental (as for a fence or landscaping plan). They do not take place of a plat map.
   d. Additional renderings may be required (such as for an addition, elevation drawings, landscaping plans, etc.) in addition to the plat.

3. **Submitting documents**
   a. IF EMAILING, ALL DOCUMENTS MUST BE SCANNED AND ATTACHED AS A .PDF. We cannot accept images taken of documents or an image that was simply saved as a PDF. These are legal documents that must be printed for the permanent address files as well as forwarded to the ARC for review. **If application and supporting documents can't be printed properly or easily read by the ARC, they will be returned to the homeowner.**
   b. There are phone apps for scanning, but not all of them will provide a PDF that is acceptable. **The PDF must not be distorted, shrunken, enlarged, cut off at top/bottom/sides, have a colored background or grayish tint, have shadows, or be at an angle. *Adobe Scan* is a highly rated, free scanner app for Apple & Android.**
   c. ***Staples* & *The UPS Store* offer document scanning services, as do several other retail stores.**
   d. If unable to scan the documents in a manner that will be acceptable by the ARC, you can either drop off at the clubhouse during Site Manager business hours or mail to Community Partners at 10800 Midlothian Turnpike, Ste 305, Richmond, VA 23235.

These are legal documents and should be presented in a manner that is detailed, legible, thorough, and accurate. If not, you may encounter legal and/or financial difficulties if you sell your home or have a property line dispute.

Though 30 days is allowed in the Milestone Protective Covenants & Architectural Standards, typically the entire review process takes one to two weeks. Often, a response is a matter of days for requests that are thorough, legible, and entirely compatible with the Architectural Standards. You will be notified by the Site Manager when the application has been approved, denied, or if more information is required. Pictures of completed projects must be submitted to the Site Manager within 30 days of project completion.

The Site Manager does not play a role in the decision-making process or the timeframe required. The Site Manager assists homeowners with the application process, reviews applications for accuracy, and generally ensures there are no omissions in the application before submitting to the ARC. For questions on specific modification requirements, please contact the Site Manager at 804-550-4656 or manager@milestonecommunity.com.