

**MONTIVIDEO SQUARE HOMEOWNERS ASSOCIATION, INC.  
T/A MCLEAN GREENS HOMEOWNERS ASSOCIATION  
Architectural Exterior Alteration Application**

Name: _____	Section: _____	Lot: _____
Address: _____		Phone: _____
Start/Completion Dates: _____		Email: _____
Application for: _____		

Please provide a complete, detailed description of the proposed change(s), including sketches, drawings, written description and show location on a copy of the site plan (plat) for the property. Refer to the McLean Greens HOA Architectural Design and Maintenance Standards for additional information. If you require a copy of this document, please contact the management company.

For a fence/shed application: "We understand that the wood must be left to weather naturally with the use of only a clear preservative." \_\_\_\_\_ (Applicant's initials)

For a deck application: "We understand that a clear preservative or an approved stain may be applied but that the deck may not be painted." \_\_\_\_\_ (Applicant's initials)

Signatures of adjacent property owners, plus other property owners who have a view of the change:

Name: _____	Lot: _____	Name: _____	Lot: _____
Address: _____		Address: _____	

Two signatures are required. Signatures indicate awareness, not approval or disapproval of the proposed change.

(I acknowledge having read the stipulations listed on the back of this form.)

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

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**To be completed by the Architectural Control Committee**

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information needed: \_\_\_\_\_

Comments or Stipulations: \_\_\_\_\_

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

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If you disagree with the decision, you may contact the McLean Greens Board of Directors to schedule a meeting for an appeal. A written request to appeal must be made within 10 days of receipt of the initial decision.

Please indicate your understanding of this application by placing your initials next to each point.

1. \_\_\_\_\_ I understand that compliance with McLean Greens governing documents and approval by the Architectural Control Committee (ACC) does not necessarily constitute compliance with the provisions or building and zoning codes of Fairfax County. Nothing herein contained shall be construed as a waiver or modification of any County restriction.
2. \_\_\_\_\_ I understand and agree that no construction or exterior alteration shall commence until written approval of the ACC has been received by me, and that if alterations are made, I may be required to return the property to its former condition at my own expense if this application is disapproved wholly or in part, and that I may be required to pay all legal expenses incurred.
3. \_\_\_\_\_ I understand that members of the ACC are permitted to enter upon my property at any reasonable time for the purpose of inspecting the proposed project, the project in progress, and the completed project, and that such entry does not constitute a trespass.
4. \_\_\_\_\_ I understand that any approval is contingent upon construction or alterations being completed in a timely and professional manner.
5. \_\_\_\_\_ An ACC decision is required on all applications within 30 days of receipt by the ACC of a completed application.
6. \_\_\_\_\_ I understand that the alteration authority granted by this application will be revoked automatically if the alteration requested has not commenced within 180 days of the approval date of this application and has not been completed by the date specified by the ACC.

Please mail your application to:

**McLean Greens Homeowners Association  
Capitol Property Management  
3914 Centreville Road, Suite 300  
Chantilly, VA 20151**

Should you have any questions or concerns about this application, please contact the management company at: **703.707.6404 or [estulga@capitolcorp.com](mailto:estulga@capitolcorp.com).**

Thank you.

**PROPRIETARY INFORMATION  
MONTIVIDEO SQUARE HOMEOWNERS ASSOCIATION, INC.  
T/A MCLEAN GREENS HOMEOWNERS ASSOCIATION**