

## Alden Glen - Application for Exterior Alterations

The owner must be able to provide **proof** of delivery of this application. Proof of delivery would be 1) a receipt from Service First if hand delivered 2) a "return receipt" if using US Postal Service or 3) delivery confirmation showing signature of delivery if using an overnight mail service. Should the owner not be able to provide **PROOF OF DELIVERY** to Service First Management Company, the application will be considered null and not submitted. Please mail your application to Service First Management Company, 12084 Cadet Court, Manassas, VA 20109. The ARC has 60 days from the time of receipt to approve or deny this application.

Submitted By: Name \_\_\_\_\_ Lot # \_\_\_\_\_ Date Submitted \_\_\_\_\_  
Street Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Date Received by Service First** \_\_\_\_\_

**1. Decks/Fences/Patios/Sheds** - Note: Application will not be approved without the lot plat and diagrams attached.

Deck - ground level  Deck - 2nd story  Patio - ground level  Fence  Shed

Materials to be used: \_\_\_\_\_ Dimensions: \_\_\_\_\_

**2. Change of paint color** - (McCormick Paint colors are the approved colors for this community)

Choices: #113 Brush Grey #225 Old Colonial Red #104 Harness Shop Tan #110 Greystone #108 Wheat #200 Black  
#220 Georgetown Green #223 Old Carriage Brown #107 Woodspice #213 Dark Olive #112 Woodland  
#215 Cobblestone Grey #101 Amber White Bay Hood: Martin Senour "Baton Rouge"

Trim Proposed color: \_\_\_\_\_ Shutters Proposed color: \_\_\_\_\_ Front Door Proposed color: \_\_\_\_\_  
Storm Door Proposed color: \_\_\_\_\_ Bay Window Hood Proposed color: \_\_\_\_\_

**3. Landscaping** - (attach diagram) and give details regarding materials to be used.

Shrubs  Flower Bed  Tree  Lighting  Retaining Wall  Ornament  Other:

**4. Replacement windows/doors/storm doors** - (attach a picture & state the material the door/window is made of)

\_\_\_ Front Door replacement Door is made of: \_\_\_\_\_  
\_\_\_ Storm Door (Must be a full view & must be **painted to exactly** match approved front door or trim color)  
\_\_\_ Window replacement Window is made of \_\_\_\_\_

**5. Other:** Siding  Hot Tub  Drainage  Wood Wrap  Roof  Other   
**For siding and wood wrap color sample must be submitted for ARC review.**

APPROVED \_\_\_ DATE: \_\_\_\_\_ ARC Approval Signatures:  
DENIED \_\_\_ DATE: \_\_\_\_\_

