



**ARCHITECTURAL REVIEW BOARD (ARB)  
HOME OR SITE IMPROVEMENTS  
APPLICATION PROCESS**

**REQUIRED DOCUMENTATION:**

1. Complete the attached APPLICATION FORM.
2. Include a formal plat of your lot showing property lines, easements and setbacks. For additions/modifications to building or landscaping, the proposed work must be clearly shown on the plat and drawn to scale with dimensions, including all dimensions from property lines, easements and setbacks. Note: Plats are typically included with home sale and are available at the County office.
3. Notify your neighbors and complete the ACKNOWLEDGEMENT of DESIGN FORM. Although final approval rests with the Architectural Review Board, the Board requires that you notify your immediate neighbors of your proposed plans and provide them a completed copy of the APPLICATION Form. On this form, please print the names, address, and phone number for all neighbors whose property borders yours, including property owners on both sides, across the street, and behind, and obtain their signature. If a neighbor chooses not to sign, please note why.
4. For construction work, include a complete set of architectural drawings detailing the construction design and materials (type, size, colors, stains) and showing floor plan, exterior elevation, and primary details (e.g. overhangs, railing pickets, etc.).

**Return completed forms and documentation to:**

Dunlora Architectural Review Board,  
c/o Paul A. Carrier, Community Group Inc.,  
1828 Pavilion Circle, Charlottesville, VA 22911.

You may contact Paul via phone: (434) 984-0700 or via email: [pcarrier@communitygroup.com](mailto:pcarrier@communitygroup.com)

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**ARCHITECTURAL REVIEW BOARD  
HOME OR SITE IMPROVEMENTS  
APPLICATION FORM**

HOMEOWNER: \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

1. Briefly describe the proposed change: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please list below the major construction materials, which will be used in this project. Be specific as possible. (Exterior materials must conform to those used on the original building or be sufficiently compatible).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Would any part of the proposed improvement extend into any Common Area, or Easement? Yes \_\_\_\_ No \_\_\_\_

4. Will any trees greater than 3" in diameter be removed? Yes \_\_\_\_ No \_\_\_\_  
If yes, how many? \_\_\_\_\_ Condition of trees: \_\_\_\_\_

5. Project Schedule:

A.) The project will be done by: \_\_\_\_ Homeowner  
\_\_\_\_ Contractor(s) Name \_\_\_\_\_  
\_\_\_\_ Both

6. Please indicate the approximate time needed to complete this project, subsequent to committee approval \_\_\_\_\_