



# INTERIOR MODIFICATION APPLICATION

### APPLICATION SECTION

Unit Owner(s) Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Address: \_\_\_\_\_  
(If not in residence in the building)

Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_ (w) \_\_\_\_\_

Email Address: \_\_\_\_\_

Proposed Start/Completion Dates: \_\_\_\_\_ / \_\_\_\_\_

Please provide a complete, detailed description of the proposed modification, including sketches, drawings, a Plat/Site Survey and a written description. Please refer to the Alexandria Knolls Condominiums By-Laws Article V Section 2 page 40. Use as many additional sheets as needed. Complete separate application forms for each modification requested.

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### APPLICATION CONDITIONS

Nothing contained therein shall be construed to represent that any modifications to land or building performed in accordance these plans, shall be permitted to violate any of the provisions or Building or Zoning Codes of the City of Alexandria, to which the above property is subject. Further, nothing herein contained shall be construed as a waiver or modification of any said restriction.

City of Alexandria ordinances require you to file plans with the Department of Planning and Zoning for construction and modifications requiring a building permit.

**I understand and agree that no work shall commence on this requested project until I receive approval of the Board of Directors.**

I understand that once the Plans and Specifications are approved by the Council, co-owner(s) shall make no changes or additions to them without re-seeking the written approval of the Council.

I understand that I shall obtain and maintain property and liability insurance for the unit work in an amount satisfactory to the Council. The Council shall be named as an additional insured on co-owner's policies. Evidence of such insurance shall be submitted to the Council at the time of executing this form.

I understand that I am responsible for obtaining all required permits and inspections for the proposed work. Written documentation of such permits and inspections must be provided to the managing agent for the Council.

I understand that the work must comply with all applicable codes and ordinances and with the Council's Condominium Instruments. Each contractor must be licensed and must provide a satisfactory certificate of insurance.

I understand that I shall be responsible for the proper removal and disposal of debris generated in the course of the change.

I agree that I shall indemnify and hold harmless the Council, and its members, directors, officers, employees and managing agent, from and against any and all claims, demands, costs, damages, injuries, proceedings or causes of action of any kind whatsoever, including incidental costs and attorney's fees, arising in connection with this interior unit alteration work or the acts or omissions of co-owner(s) or its agents, employees or contractors while performing this work or while on the property of the Council.

I understand that any construction or modification undertaken by me or on my behalf before approval of this application is not allowed and that if modifications 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 by the Association in enforcing this should I object.

I understand that members of the Board of Directors or their designated representative 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 complete project – and that such entry does not constitute trespass. Requests for entry shall be made in advance, and any such entry shall be made at a time that is reasonably convenient to the co-owners, provided, however, that in the case of an emergency such right of entry shall be immediate, whether the co-owner is present at the time of entry or not, and the party exercising the right of entry shall not be required to provide advance notice of such entry to the co-owner or to receive permission from the co-owner.

I understand that any approval is contingent upon alterations or modifications being completed in a workmanlike manner and in full compliance with applicable City of Alexandria standards and specifications. Any deviation from the modification approved by the Board of Directors must be submitted for Board review.

The Board of Directors will render a decision within forty-five (45) days of receiving a completed application.

It is understood that I am aware of the Associations requirements with regard to the review process as established by the Board of Directors.

The modification authority granted by an application will be revoked automatically if the modification requested has not been completed within thirty (30) days [CG1] of the approval date of this application, or construction is not completed within thirty (30) days from commencement of the work, unless so expressly stated otherwise by the Board of Directors or Management Agent.

**I acknowledge I have read the Application Condition in submitting this application.**

Homeowner(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of neighbor if applicable) Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of neighbor if applicable) Date: \_\_\_\_\_

Please use this checklist to ensure that all required materials and enclosures have been included in or with your application.

- Plat / Site Survey
- Written description of proposed modification including materials and dimensions.
- Drawings, sketches, brochures, and/or photographs.

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**BOARD OF DIRECTORS ACTION**

The Alexandria Knolls West Board of Directors reviewed the application and took the follow action:

Approved

Disapproved

Request for more information

Comments or Stipulations:

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Board of Director(s) Signature: \_\_\_\_\_

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

*If you disagree with the above decision, an appeals procedure is provided by the Alexandria Knolls Condominiums Community Association, Inc. Board of Directors. A written request for an appeal must be made within ten (10) days of receipt of the ARC's decision.*