

**Snow Hill Homeowner's Association--Environmental Protection Board**  
**Application for Exterior Alteration**

Please review the Declaration of Protective Covenants and Restrictions for suitability and compliance of the proposed alteration. (Phase I - Deed Book 506, Pages 798 thru 815; Phase II - Deed Book 595, Pages 1414 thru 1435; Phase III - Deed Book 693, Pages 1469 thru 1496; Phase IV - Deed Book 734, Pages 1042 thru 1069). Documents are available on the Snow Hill website.

<b>Applicant</b>	
Name: _____	Date: _____
Address: _____	Lot #: _____
Home Phone: _____	Phase #: _____
	Work Phone: _____

<b>Description of Proposed Alteration</b>
Alteration Title: _____
Describe full details of the proposed alteration. Attach exhibits as appropriate including illustrations, plans, colors and materials.
Describe the location of the alteration. Attach a site plan as appropriate.

Estimated Start Date: _____	Estimated Completion Date: _____
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<b>Property Owner Review</b>	
Provide a review to property owners who have a view of the proposed alteration.	
1st Name: _____	2nd Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____
3rd Name: _____	4th Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____

Property Owners: Your signature indicates your awareness of the applicant's intent and does not constitute nor indicate your approval. If you have concerns, contact SFMC.

<b>Submission Records</b>	
Applicant Signature: _____	Date: _____
EPB Receipt Signature: _____	Date: _____

Submit 2 copies of form and exhibits to Snow Hill Homeowners Association's Community Manager c/o SFMC, Inc., 9464 Innovation Dr., Manassas, Virginia 20110. Complete applications can be also be emailed to [ARCApplications@SFMCinc.com](mailto:ARCApplications@SFMCinc.com).

<b>EPB Decision</b>	
Approved: _____	Disapproved: _____
Signature: _____	Date: _____
Comments: _____	

EPB will approve/disapprove duly submitted applications within 30 days of the above Community Managers's signature date. SFMC will officially communicate EPB decisions to each applicant, return 1 copy of the application, and keep the remaining copy on file. EPB approval does not relieve applicant of requirements to obtain County building permits, inspections, and final Certificates of Occupancy. Cutting of live trees is limited to building site, drain field, gardens, driveways & parking areas. No construction signs permitted.