



# ACC Change Request Form

Article VI of The Association Declarant Of Covenants requires all members to submit proposed changes, upgrades, improvements and repairs in writing to the Architectural Control Committee (ACC) for review and approval prior to the initiation of any exterior work on the member's home or yard.

For questions concerning this application or existing ACC policy, please email the ACC chairman.

**staffordsquare@gmail.com**

***Submission of this form does not constitute approval.***

Please Print

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot# \_\_\_\_\_

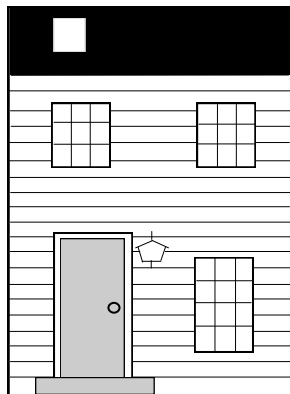
Telephone: \_\_\_\_\_

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

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

Proposed Change:  ACC-requested repair:   
 (Please check box and indicate by circle on drawing)

- Trim
- Roof
- Gutters
- Windows
- Screens
- Facade
- Light
- Door
- Plant
- Fence
- Paint (describe below)
- Other (describe): \_\_\_\_\_



In Addition to the completed form, include the following:

1. A brochure, drawing, plan or photo of new item or proposed change.
2. Exact color samples/swatches of new item, proposed change, or color change.

Upon completion of the above requirements, please mail this Change Request Form to:

ACC Chairman  
 Stafford Square Community Association  
 1139 North Stafford Street  
 Arlington, VA 22201

Date submitted: \_\_\_\_\_

Location: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Plans: \_\_\_\_\_

Materials: \_\_\_\_\_

Contractor: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Finish Date: \_\_\_\_\_

**For ACC Use**

Approved:

Not Approved:

\_\_\_\_\_  
 ACC Chairman Signature and Date: